

Virginia

Standards of Learning Assessments

**Summer 2007
Non-Writing
Tests**

**Manual for the
Division Director of Testing
and School Test Coordinators**

**Literacy and Numeracy
End-of-Course**

Test security guidelines restrict persons who have not signed the
Test Security Agreement from reading the actual test questions.

Test Implementation Manual

Summer 2007 SOL *Non-Writing* Test Administration Schedule

Important Dates

- | | |
|--|--|
| <input type="checkbox"/> April 16 – May 4 | DDOTs should enter participation counts via PEMSolutions at www.pearsonaccess.com |
| <input type="checkbox"/> May 25 – October 26 | DDOTs may place additional orders needed for test materials via PEMSolutions |
| <input type="checkbox"/> 3 weeks prior to testing | Division submits Student Data Upload file via PEMSolutions |
| <input type="checkbox"/> 1-2 weeks after file submission | Delivery of Pre-ID Labels to school divisions (only labels for rejected files, records with errors, or records missing a test code will not be delivered until resolved) |
| <input type="checkbox"/> June 18 – September 28 | Summer 2007 SOL Non-Writing Testing Window (including Expedited Retakes) |
| <input type="checkbox"/> NO LATER THAN the last day of the division's testing window | Ship answer documents to the Scoring Center, Iowa City, IA |
| <input type="checkbox"/> NO LATER THAN 10 school days after the division's testing window closes | Ship secure test materials to the Scoring Center, Iowa City, IA |
| <input type="checkbox"/> Until October 26 | DDOTs may order items to <u>return</u> test materials via PEMSolutions |
| <input type="checkbox"/> By November 16 | DDOTs submit Summer 2007 ATP (Authorization to Proceed) request via PEMSolutions after resolving any Student Test Alerts |

Dates to Remember

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Weekly | The PEMSolutions Services system will NOT be available from 9:00 PM Tuesdays–6:00 AM Wednesdays and 9:00 PM Thursdays–6:00 AM Fridays for system maintenance and scheduled upgrades. If the system must be taken off-line at times other than those listed above, Pearson Educational Measurement will notify all school divisions. |
|---------------------------------|---|

NEW FOR SUMMER 2007

Carefully review this *Test Implementation Manual*, *Examiner's Manuals*, as well as the *Web-Based Test Directions*, prior to the administration of the Summer 2007 SOL *Non-Writing* Assessments.

- Students testing during the summer administration may originate from schools outside your division. This may be due to attendance at regional summer schools, summer jobs away from home, or enrollment in a summer school class in an adjacent school division. Additional instructions for registering students from outside your division for testing will be provided to you in a separate document that will be sent to you via e-mail and posted on PEMSolutions.

Term Graduates

- Students pursuing a standard or Advanced Studies Diploma who are scheduled to graduate by August 31, 2008, are considered to be Term Graduates.
- Students pursuing a Modified Standard Diploma who are scheduled to graduate by August 31, 2008, and need to take the *Grade 8 Reading* and/or *Mathematics* tests to verify the literacy and numeracy requirements are also considered to be Term Graduates.
- For summer 2007, all Term Graduates will take the same multiple-choice test forms as other testers.

Testing Materials

- The division's **non-secure coverage** materials will include approximately 15% of the schools' initial order of the total quantity shipped.
- The division's **secure coverage** materials for *main* multiple-choice test forms will include approximately 15% of the schools' initial order of the total quantity shipped. The coverage quantities of the *alternate* multiple-choice forms will equal approximately 12% of the schools' initial order of the total quantity shipped.
- Schools' cartons will contain the exact quantity of Special Test Forms Kits (Braille and large-print kits with or without audiotapes, and regular audiotapes) ordered for eligible students. No coverage is provided for special forms materials.

Delivery of Testing Materials

- Both non-secure and secure testing materials will be packaged by the school for which they were ordered in PEMSolutions and will be shipped directly to the division for distribution to summer testing sites.

Summer Header Sheets

- For the summer administrations, *Header Sheets* to be used with answer documents for students within the division will have the division's name and code pre-printed and pre-coded. The school's name and code will be blank. This will allow the testing school to complete the school's name and code for students within your division.
- *Header Sheets* to be used with answer documents for students outside of the division are blank. The division's name and code **and** the school's name and code must be completed as directed by the DDOT.

Answer documents for students testing from schools outside your division should be bundled separately with their own Header Sheet.

Return of Out-of-Division Answer Documents

- Students testing in the summer may originate from schools outside of the division. To allow for scores to be reported to the student's "home school," the answer documents should be bundled separately with their own header sheet. See section 6.3.2.

Scheduling Pick-up of Test Materials

- Pearson Educational Measurement now provides Virginia's schools the FedEx Premier Customer Services for Express and Ground shipments, which simplifies the pick-up of test materials for DDOTs. See section 7.6.

IMPORTANT REMINDERS FOR SUMMER 2007

Carefully review this *Test Implementation Manual*, *Examiner's Manuals*, as well as the *Web-Based Test Directions*, prior to the administration of the Summer 2007 SOL *Non-Writing* Assessments.

- The web-based PEMSolutions will serve as the interface between local Division Directors of Testing (DDOTs) and PEM for many aspects of the Virginia Assessment Program. Using this system, DDOTs will be able to order materials for paper/pencil testing, register students for either online or paper/pencil testing, access data files and score reports and make record changes or resolve alerts as needed. The use of PEMSolutions by School Test Coordinators (STCs) will vary by school division and will depend on the role(s) assigned to STCs by the DDOT. STCs should direct questions about their use of PEMSolutions to their DDOT.
- The *Virginia Standards of Learning Assessments User's Guide* is located on the Resource page within PEMSolutions and contains step-by-step instructions on how to use the PEMSolutions system. You may also refer to the PEMSolutions *Training Workbook* for training tutorials of the PEMSolutions system.
- Before the students are eligible to take a test, they must be registered for the test through a Student Data Upload File submitted via PEMSolutions or by manually registering students for an administration and assigning them to a test within PEMSolutions.

Delivery of Testing Materials

- The division overage secure materials will be shipped in **white** boxes. Green shipping labels will be located on the top of each box and four sides with "Division Overage" printed on all labels. The cartons in the overage shipment will be numbered sequentially "1 of 4," "2," "3," "4 of 4," and so on. The *Division Overage Packing List* and the *Division Receipt Verification Form* are located in Box #1.
- The *Pallet Detail* will be located in Box #1 of the division overage secure materials. This list will indicate which pallet a particular school's boxes are located, the box range (i.e., boxes 3 through 6), and the number of boxes for a school (i.e., 4 boxes).

Delivery of Testing Materials for "Quad 8888" Schools

- All **non-secure** materials ordered for "special situation schools" (school code = 8888) will be packaged together and delivered to the division's address. These boxes will be delivered separately, but at the same time as the division's non-secure overage materials.

The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on. Blue shipping labels will be located on the top of each box and four sides with "8888 Non-Secure Materials Special Situation" printed on the labels.

- Division specific pre-printed *Header Sheets* (including Quad 8888 Headers) will be delivered with the division's non-secure overage materials.
- All **secure** materials ordered for "special situation schools" will be packaged together and delivered to the division's address. These boxes will be delivered separately, but at the same time as the division overage for all secure materials.
- The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on, but may not begin with Box #1. Green shipping labels will be located on the top of each box and four sides with "8888 Secure Materials Special Situation" printed on the labels.

Important Reminders for Summer 2007, continued

Pre-ID Labels

- Pre-ID labels will be provided for any student registered for a Summer *Non-Writing* paper/pencil test within PEMSolutions. PEM will provide a unique label to apply to each student's SOL answer document.
- Pre-ID labels will be delivered weekly, beginning the week of June 4, 2007.
- All schools' Pre-ID labels will be packaged in a single envelope or box that has been labeled with the school's name and code. These packages will be consolidated into larger boxes. PEM will provide a *Shipment Package Locator* that will direct the DDOT to which larger box a school's envelope or box is located.
- Pre-ID labels should be affixed to the student answer document as directed by the DDOT. Pre-ID labels with students' data are considered to be secure and should be handled the same as other secure materials, before, during and after testing.

Answer Document

- Make certain that the only answer documents distributed to students indicate 2006-2007, (located top center) and they have the correct test name (top right corner) for the appropriate test administration (Appendix C).
- In Section 1, Field A, student identifying information should be completed for all students regardless of whether Pre-ID labels are used. This information may be completed by the student or an adult.
- In Section 1, if answer documents are submitted WITH Pre-ID labels, information in Fields B through E should not be completed because it will NOT be read by the scanner. However, if the answer documents are submitted WITHOUT a Pre-ID label, Fields B through E *must* be completed.

NOTE: Field E, State Testing Identifier, must be completed before testing by an adult and as directed by the DDOT.

- If applicable, Field H, Testing Status, and Field I, Special Test Accommodations must be completed after testing by the Examiner or another designated adult and as directed by the DDOT.
- Standard Read-Aloud/Audio Accommodations
Code 14—*Reading Test Only* must be completed to indicate that a student was provided a standard read-aloud accommodation on the Grade 8 and EOC *Reading* tests.

Code 15—*Audio-Reading Test Only* must be completed to indicate that a student was provided a standard audio accommodation on the Grade 8 and EOC *Reading* tests.

- Nonstandard Read-Aloud/Audio Accommodations

Code 14—*Reading Test Only* **AND** Code B—*Other-Nonstandard* must be completed to indicate that a student was provided a nonstandard read-aloud accommodation on the Grade 8 and EOC *Reading* tests.

Complete Code 15—*Audio-Reading Test Only* **AND** Code B—*Other-Nonstandard* to indicate that a student was provided a nonstandard audio accommodation on the Grade 8 *Reading* test.

Your STC will provide you with more information about when these codes should be completed.

- Students who are provided the nonstandard read-aloud or audio accommodation in 2006-2007, and pass the reading test will not be counted as failures for the school in the calculation of AYP in 2007-2008. However, these students will be counted as non-participants in AYP calculations. A student's passing score will count for all other purposes including accreditation and verified credit. (For coding instructions refer to Section 5.10.3.)

Important Reminders for Summer 2007, continued

Test Booklet

- The DDOT, STC, and Test Examiner must verify the level and name of the subject area test on the front cover of the test booklets (lower right corner) to ensure that students are administered the correct test. During the testing session, Examiners must verify that the level and name of the subject area test on the answer document is the same as on the test booklet.

Blank Braille Paper

- Two sheets of blank Braille paper are provided in the Braille Test Booklet Kits for use by the student during the test administration. Use of these materials is optional and the student's responses must be transcribed onto a regular answer document.

Assembly Identification (ID) Sheet

- Each package's *Assembly ID Sheet* for *Regular Test Forms*, at the top of the sheet, will show a barcode with a unique number, level, name of subject area test, test form number, and quantity of test booklets contained in the package;
- Each package's *Assembly ID Sheet* for *Special Test Forms Kits*, at the top of the sheet, will show a barcode with a unique number, level, name of subject area test and type of test (main or alternate);
- At the bottom of the *Assembly ID Sheet*, package assembly information is listed for tracking secure materials electronically by Pearson Educational Measurement.

Reading Tests

Grade 8 Reading Tests

- The grade-level *Reading* test measures content from the 2002 English standards for Grade 8.
- Students who are pursuing the Modified Standard Diploma may take either the grade-level *Reading* test **or** the cumulative *Reading* test to meet the literacy requirement.

EOC English: Reading Test

- Students who have passed the coursework for the English SOL for grades 9-11 previously but failed the test prior to fall 2005 are eligible to retake test forms that measure the 1995 English SOL for verified credit. These test booklets are packaged separately and are identified on the *Assembly ID Sheet*.
- The same answer document is used for the administration of test forms for both 1995 and 2002 Standards.

Mathematics Tests

Grade 8 Mathematics Test

- Students who are pursuing the Modified Standard Diploma may take either the grade-level *Mathematics* test **or** cumulative *Mathematics* test to meet the numeracy requirement.
- The grade-level *Mathematics* test measures content from the *2001 Mathematics* standards for Grade 8.
- Only state-approved scientific calculators are allowed on the grade-level *Mathematics* test. Either a protractor or an angle ruler is allowed on the grade-level test **ONLY**.
- Students taking the Grade 8 *Mathematics* (cumulative) test should use a four-function calculator.
- The Grade 8 *Mathematics* (cumulative) Audio Kit (Form M9024) will not include the mathematics formula sheet. If applicable, please ensure that students who are administered this form are provided a copy of the formula sheet for use during the testing session. A copy of this formula sheet is available at

<http://www.doe.virginia.gov/VDOE/Assessment/Manipulatives/>

Important Reminders for Summer 2007, continued

EOC Mathematics Tests

- During summer 2007, students who will be completing coursework in *Algebra II* will be administered the *EOC Algebra II* test based on the revised blueprint measuring the *2001 Standards*. These test booklets are packaged separately with an *Assembly ID Sheet* and labeled as “01Rev.”
- Students who have passed the coursework for *Algebra II*, but failed the test prior to fall 2005, are eligible to retake the test for verified credit. However, the test forms that measure the *2001 Algebra II Standards* must be administered. These test booklets are packaged separately and are identified with an *Assembly ID Sheet* labeled as “01.”
- The same answer document is used for the administration of test forms for both *2001 Standards* and *2001 Revised Standards for Algebra II*.
- The ACT PLAN: *Mathematics* subtest for *Algebra I* and the TABE *Algebra I/Geometry* (Advanced Level Test – Level A) – *Algebra I*, have been added to the list of substitute tests for verified credit for *Algebra I*.

EOC History/Social Science Tests

- Students who have passed the coursework for the *Virginia and United States History*, *World History I*, *World History II*, and *World Geography Standards* previously, but failed the test(s) are eligible to retake the test for verified credit. However, test forms that measure the *2001 History Standards* are available and must be administered.

Header Sheet

- The *Header Sheet* is a scannable document that is computer-generated. Photocopies are not acceptable for Scoring Center use.
- After testing, the *Header Sheet* is used to organize any group of answer documents for return to PEM and is to be completed as directed by the DDOT.
- Each *Header Sheet* must be complete and accurate. The number of answer documents listed **must** match the number of answer documents submitted in the bundle. The Examiner’s Manuals carry all instructions.
- The process involves verifying all pre-printed and pre-coded data and filling in other pertinent data into proper fields on the *Header Sheet*. Only the name and phone number of an STC or DDOT (or designee) should be provided as the Header Verification Contact. If there is a discrepancy of any kind upon receipt of answer documents at PEM, the Scoring Center staff will call the person identified on the *Header Sheet*. This should be someone who can respond to PEM’s questions. Therefore, the DDOT should designate the Header Verification Contact.

Paper Bands

- *Paper Bands* are packaged in 10’s and 5’s. The division overage shipment will contain 10 paper bands per active school. The school boxes will contain one paper band per every 15 students based on participation counts.
- After testing, *Paper Bands* are used to bundle the *Header Sheet* and answer documents for return to PEM. The information requested on the paper band is optional. Score reports will not be delayed if any information on a paper band is omitted.

Important Reminders for Summer 2007, continued

New Boxes for Return of Scorable Materials

- A supply of additional (**new**) boxes will be provided in both shipments of division overage non-secure materials and schools' non-secure materials. These new boxes should be used to return scorable answer documents to PEM.
- The school secure materials will be shipped in **brown** boxes to the division's address. Green shipping labels will be located on the top of each box and four sides. The *School Packing List/Transmittal Form* will be located in the box labeled, "Packing List Enclosed." The cartons in the schools' shipment will be numbered sequentially "1 of 4," "2," "3," "4 of 4," and so on, but may not begin with Box #1.
- Additional orders will be packaged "bulk" and delivered to the division's bulk address.

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DDOT TESTING CHECKLIST

Activities Before Test Administration		Mode
<input type="checkbox"/>	1. Receive PEMSolutions login ID from PEM (if not already received) and set up password. Supply STCs and Project Managers with login ID.	Paper/Pencil Online
<input type="checkbox"/>	2. Carefully read this <i>Test Implementation Manual</i> , as well as any directions from the Virginia Department of Education. Review the Summer 2007 <i>DDOT Testing Planner</i> (Table 1) for all critical dates.	Paper/Pencil Online
<input type="checkbox"/>	3. Receive login ID and password (if not already received) for PEMSolutions Training Center.	Online
<input type="checkbox"/>	4. Determine with your Project Manager the division's online test schedule (number of concurrent tests, number of sessions each day, number of available labs/computers, etc.) based on the number of students testing and School Readiness Certification results.	Online
<input type="checkbox"/>	5. Submit School Readiness Certification to VDOE (if not currently on file) for any school participating in online testing.	Online
<input type="checkbox"/>	6. Train all School Test Coordinators (STCs).	Paper/Pencil Online
<input type="checkbox"/>	7. Assist STCs in identifying students who will be tested.	Paper/Pencil Online
<input type="checkbox"/>	8. Register students for testing via a Student Data Upload File or by hand-entering their information in PEMSolutions.	Paper/Pencil Online
<input type="checkbox"/>	9. Return the completed <i>School Division Test Security Agreement</i> to PEM no later than the end of the first week of the division's testing window.	Paper/Pencil Online
<input type="checkbox"/>	10. Receive and distribute schools' non-secure materials to STCs.	Paper/Pencil
<input type="checkbox"/>	11. Receive schools' orders of Pre-ID labels and distribute to STCs.	Paper/Pencil
<input type="checkbox"/>	12. Make sure that STCs and Examiners understand which test accommodations are and are not available for students with disabilities and LEP students.	Paper/Pencil Online
<input type="checkbox"/>	13. Distribute secure SOL test booklets to each STC no more than 96 hours (four school days) prior to the date the school is to begin testing.	Paper/Pencil
<input type="checkbox"/>	14. Verify that designated personnel have the necessary number of copies of the <i>Web-Based Test Directions</i> manual for each test and session being administered.	Online
<input type="checkbox"/>	15. Verify that each STC or designated staff member has created Test Sessions (including Read-Aloud Sessions) within PEMSolutions.	Online
<input type="checkbox"/>	16. Assign STCs access to Get Authorizations – Seal Codes (the ability to print student test tickets and the ability to print Examiners' test tickets). These tickets should be printed no more than 4 days prior to the test window start date and must be stored in a secure location until needed.	Online
<input type="checkbox"/>	17. Verify that all students testing online have had the opportunity to view the TestNav™ Tutorial or complete a training test prior to starting an online SOL test. Students may also view eTools Live to become more familiar with the tools available on TestNav™.	Online

DDOT TESTING CHECKLIST, continued

Activities During Test Administration		Mode
<input type="checkbox"/>	1. Be available during your schools' testing sessions to answer questions and resolve problems.	Paper/Pencil Online
<input type="checkbox"/>	2. Assist STCs in identifying and resolving testing irregularities.	Paper/Pencil Online
<input type="checkbox"/>	3. Ensure that STCs are prepared and have sufficient material to administer make-up sessions.	Paper/Pencil
<input type="checkbox"/>	4. Confirm the method Examiners will use to verify students' attendance the day of testing. If desired, print the student list for each test session.	Online
<input type="checkbox"/>	5. Ensure that any test form to be Proctor Cached is pre-cached.	Online
<input type="checkbox"/>	6. If necessary, start and stop test sessions.	Online
<input type="checkbox"/>	7. Determine students who are eligible for make-up tests and expedited retakes.	Paper/Pencil Online
Activities After Test Administration		Mode
<input type="checkbox"/>	1. Remove the PEMSolutions "Get Authorizations – Seal Codes" role from all STCs.	Online
<input type="checkbox"/>	2. Purge all test forms from the Proctor Caching server that were pre-cached.	Online
<input type="checkbox"/>	3. If applicable, finalize student demographics and test specific information from the Summer 2007 Administration. Be sure that the RETEST flag is selected on the Test Assignment screen for <i>every</i> student who was retaking the test for verified credit or to meet the requirements of the modified standard diploma.	Paper/Pencil Online
<input type="checkbox"/>	4. Verify receipt of all test materials from all STCs.	Paper/Pencil
<input type="checkbox"/>	5. Receive and verify all scorable answer documents.	Paper/Pencil
<input type="checkbox"/>	6. Pack and ship all scorable answer documents to PEM no later than the last day of the division's testing window.	Paper/Pencil
<input type="checkbox"/>	7. Receive, pack, and ship all secure, non-scorable test booklets, including all Special Test Forms Kits to PEM, no later than 10 school days after the end of the division's testing window.	Paper/Pencil
<input type="checkbox"/>	8. Verify receipt of all required SOL forms/documentation from all STCs.	Paper/Pencil Online
<input type="checkbox"/>	9. Return a signed <i>School Division Affidavit</i> (Appendix A) to the Virginia Department of Education no later than 2 weeks after the end of the division's testing window.	Paper/Pencil Online
<input type="checkbox"/>	10. Review final disposition of all test materials: scorable answer documents, secure test booklets, forms and documentation, and other non-scorable materials.	Paper/Pencil Online

STC PAPER/PENCIL TESTING CHECKLIST

Activities Before Test Administration	
<input type="checkbox"/>	1. Carefully read this <i>Test Implementation Manual</i> as well as any local directions you have been given. Resolve any questions you might have with your DDOT.
<input type="checkbox"/>	2. Train Examiners.
<input type="checkbox"/>	3. Assist teachers and Examiners in identifying students who will be tested.
<input type="checkbox"/>	4. Make certain that suitable testing sites are available.
<input type="checkbox"/>	5. Schedule all test sessions in your school.
<input type="checkbox"/>	6. Select Examiners, determine the size of each testing group, and determine whether use of Proctors will be necessary.
<input type="checkbox"/>	7. Collect a signed <i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i> from each Examiner and Proctor.
<input type="checkbox"/>	8. Receive non-secure materials from the DDOT and verify quantities no later than 5 days after receipt of materials.
<input type="checkbox"/>	9. Receive the school's Pre-ID labels from the DDOT.
<input type="checkbox"/>	10. Review the use of Pre-ID labels and completion of fields not included on Pre-ID labels.
<input type="checkbox"/>	11. Make sure that teachers and Examiners understand which test accommodations are and are not available for student with disabilities and LEP students.
<input type="checkbox"/>	12. Receive secure materials from your DDOT.
<input type="checkbox"/>	13. Be prepared to print the Proctor Authorization and Student Authorization Tickets for each test session. These tickets should be printed no more than 4 days prior to the test window start date and must be stored in a secure location until needed.
Activities During Test Administration	
<input type="checkbox"/>	1. Before each testing session, ensure that all Examiners have appropriate materials for testing. Refer to the applicable <i>Examiner's Manual</i> for this information.
<input type="checkbox"/>	2. On each day of testing, check out secure test materials to Examiners, and collect all materials at the end of each testing session.
<input type="checkbox"/>	3. Monitor all testing sessions.
<input type="checkbox"/>	4. Assist Examiners in identifying and resolving testing irregularities.
<input type="checkbox"/>	5. Verify students who are eligible for make-up tests and expedited retakes.

STC PAPER/PENCIL TESTING CHECKLIST, continued

Activities After Test Administration	
<input type="checkbox"/>	1. Ensure that make-up test sessions are properly administered.
<input type="checkbox"/>	2. Ensure that expedited retake tests are properly administered.
<input type="checkbox"/>	3. Verify scorable materials received from Examiners.
<input type="checkbox"/>	4. After all testing sessions have been completed, verify receipt of all test materials from all Examiners.
<input type="checkbox"/>	5. Assemble and deliver all scorable test materials to your DDOT.
<input type="checkbox"/>	6. Assemble and deliver all non-scorable test materials to your DDOT.
<input type="checkbox"/>	7. Dispose of all other test materials according to local directions.
<input type="checkbox"/>	8. Prepare and transmit SOL affidavits and test security agreements as directed by the DDOT.

Table 1. DDOT Paper/Pencil Testing Planner

NOTE: The DDOT Paper/Pencil Testing Planner may be used to note locally determined “due dates” for the STC and Examiners.

	Activity	DDOT	STC (Determined Locally)	Examiner (Determined Locally)
<input type="checkbox"/>	Register students for testing via a Student Data Upload File.	Prior to student testing		
<input type="checkbox"/>	Receive division’s overage non-secure test materials from PEM (Section 4.14.1).	4 weeks prior to testing window	N/A	
<input type="checkbox"/>	Receive and inventory school’s non-secure test materials from PEM.	4 weeks prior to testing window	N/A	
<input type="checkbox"/>	Distribute non-secure test materials to STCs at summer testing sites.	4 weeks prior to testing window	N/A	
<input type="checkbox"/>	Receive and inventory schools’ cartons and division overage of secure test materials and schools’ cartons of Special Test Forms Kits (Braille and large-print test kits with or without audiotapes and audiotapes with regular print test booklets), if ordered.	2 weeks prior to testing window	N/A	
<input type="checkbox"/>	Distribute Pre-ID labels to STCs	Weekly		
<input type="checkbox"/>	Complete the division’s inventory of all secure test materials.	NO LATER THAN 7 days after receipt of materials		
<input type="checkbox"/>	Return the completed <i>School Division Test Security Agreement</i> to PEM by fax to 1-319-358-4298 (Appendix A).	NO LATER THAN end of first week of testing window		
<input type="checkbox"/>	Oversee the division’s administration of the SOL tests.	Testing windows set by division.		
<input type="checkbox"/>	Ship scorable answer documents to PEM in Iowa City, Iowa.	NO LATER THAN the last day of the division’s testing window		
<input type="checkbox"/>	Ship non-scorable secure materials to PEM in Iowa City, Iowa , including all regular test booklets, all Braille and large-print test booklets and Examiner copies, and all audiotapes.	NO LATER THAN 10 school days after the end of testing window		
<input type="checkbox"/>	Forward the <i>School Division Affidavit</i> to the Virginia Department of Education.	NO LATER THAN 2 weeks after end of testing window		

* Students who are absent on test dates should be provided with an opportunity during the make-up period to take the test(s) they missed. You will be responsible for ensuring that all schools arrange sufficient and appropriate make-up administrations and that all scorable documents are returned to you in time for shipment no later than the date(s) reported to PEM.

Table 2. STC Paper/Pencil Testing Planner

NOTE: The STC Paper/Pencil Testing Planner may be used to note locally determined “due dates” for the STC and Examiners.

	Activity	STC (Determined Locally)	Examiner (Determined Locally)
<input type="checkbox"/>	Receive non-secure test materials from DDOT (Section 4.14.2).	4 weeks prior to testing window	
<input type="checkbox"/>	Receive schools' cartons of secure test materials and school's Special Test Forms Kits (Braille and large-print test kits with or without audiotapes and audiotapes with regular print test booklets), if ordered from DDOT.	Within 96 hours of test date	
<input type="checkbox"/>	Complete your inventory of all secure test materials; contact the DDOT if more materials are needed.	NO LATER THAN 2 days after receipt	
<input type="checkbox"/>	Receive Pre-ID labels from the DDOT and prepare the students' answer documents as directed by the DDOT.	Weekly	
<input type="checkbox"/>	Oversee your school's administration of the SOL tests.		
<input type="checkbox"/>	Verify, bundle, and pack scorable answer documents in “new” boxes from PEM; return to the DDOT as directed.		
<input type="checkbox"/>	Verify and pack non-scorable secure materials , including all regular test booklets, all Braille and large-print test booklets and Examiner copies, and all audiotapes; return to the DDOT as directed.		
<input type="checkbox"/>	Forward the <i>School Affidavit</i> to the DDOT as directed.		

* Students who are absent on test dates should be provided with an opportunity during the division's make-up period to take the test(s) they missed. You will be responsible for arranging sufficient and appropriate make-up administrations within the school and ensuring that all scorable answer documents are returned to you in time for shipment no later than the date(s) specified by the DDOT.

Table 3. Required Technology

It is assumed that prior to reviewing the *Technology* checklist, the network and equipment being used for online SOL testing meets the minimum requirements as outlined in *TestNav Technology Guidelines* available at

www.pearsonaccess.com/va/support.jsp

and the performance of your network has been tested for online testing. Performance testing may have included multiple concurrent administrations of the PEMSolutions Training test.

Technology	
<input type="checkbox"/>	Verify that the performance of your Internet connection across all schools conducting online testing is consistent with expected levels of performance. One tool that may be used is available at http://www.dslreports.com/stest .
<input type="checkbox"/>	Alert your Internet Service Provider to your online SOL testing window, and confirm that no scheduled maintenance or outages are planned during that entire window.
<input type="checkbox"/>	Verify, as needed, that no high bandwidth network activity other than online SOL testing will be occurring during the online testing window.
<input type="checkbox"/>	Verify that the PEMSolutions administrative functions are accessible (with appropriate Login ID and Password) from within the school network(s) and those computers from which administrative functions will be accessed include Adobe Acrobat Reader®, version 5.x or higher.
<input type="checkbox"/>	Verify that the most recent version of TestNav™ is accessible at all workstations to be used for testing . TestNav™ may be installed locally at each workstation or accessed via a shortcut to a single installation on a file server. To verify the TestNav™ version, launch TestNav™ and type http://www9.etest.pearson.com/VAP/ in the address box. After clicking <i>Go</i> , the login screen will appear. In the bottom right-hand corner of the login screen, you should see the version number 6.1.xxx. If that version number does not appear, run the TestNav™ installation (on the PEMSolutions Resources > Download screen) to upgrade your TestNav™ to the latest version.
<input type="checkbox"/>	If a proxy server is in use, verify that <u>all</u> TestNav™ installations include any necessary edits to the “proxy settings properties” file. (Refer to the <i>PEMSolutions TestNav™ Technology Guidelines</i> .)
<input type="checkbox"/>	Verify connectivity among the following: computers to be used for training, the TestNav™ application, any intermediate network devices (i.e. proxy servers, caching servers, Internet content filters, firewalls, etc.) and the PEMSolutions Web sites (protocols: http and https, ports: 80 and 443). Specific IP addresses and their associated name resolutions are included in the <i>PEMSolutions TestNav™ Technology Guidelines</i> . (see “Intermediate Network Devices”). To verify connectivity, you must be able to log into the Training Center and browse within Manage Test Sessions, Student Registration, etc. In the Virginia Training Center, create a sample student and test session. Generate a test ticket for that student (via the “Authorizations” function on the Session Details screen). Then Launch TestNav™ and log into a Training Test. (The test ticket includes the URL, Login ID, Password, and test code needed to log into a Training Test and is valid for only one login.) To verify connectivity, you must be able to log into TestNav™ and view training test items.
<input type="checkbox"/>	Verify that any applications that take over the computer causing TestNav™ to close (such as screen savers, scheduled virus scans, e-mail with auto message notification, power management software on laptops, etc.) have been disabled on the workstations being used for online testing. If in doubt about an application’s effect on TestNav™, test that application prior to online SOL testing using a Training Test.
<input type="checkbox"/>	If utilizing wireless network connections for online SOL testing, ensure that all computers can effectively communicate with their access point from the same location(s) where they will be testing .
<input type="checkbox"/>	If utilizing laptops powered only by battery, ensure all batteries have been tested and completely charged. Verify that a plan has been developed for recharging batteries throughout the online testing window. (Low batteries can cause laptops to drop their network connections prior to shutting the computer down.)

1. USE OF THIS MANUAL FOR THE SUMMER 2007 ADMINISTRATION

The *Test Implementation Manual* describes procedures that the Division Director of Testing (DDOT) and School Test Coordinator (STC), should follow before, during, and after administration of the Summer 2007 Standards of Learning (SOL) *Non-Writing* tests.

This manual includes the following information:

- test administration schedule
- school division responsibilities for SOL testing
- procedures for the online administration of SOL Web-based assessments in the available subject areas
- DDOT/STC responsibilities before, during, and after each testing session
- steps for organization and return of test materials after testing is completed

You must become familiar not only with this manual but also with the *Examiner's Manuals* for the Literacy and Numeracy (Grade 8 *Reading* and *Mathematics*) tests, End-of-Course (EOC) subject area tests, *Web-Based Test Directions*, *Student Data Upload File Requirements*, and the PEMSolutions *Virginia Standards of Learning Assessments User's Guide* at

www.pearsonaccess.com

The *Examiner's Manuals* and the *Web-Based Test Directions* include specific directions for administering the SOL subject tests for each level. Directions for the administration of Special Test Forms are also contained in the *Examiner's Manuals*. Take particular care to read all testing materials and to provide in-depth training to school division personnel who are responsible for the administration of the SOL *Non-Writing* tests. Refer to the list of 2007 Summer *Non-Writing* tests on the following page.

Additionally, the *2006–2007 Virginia SOL Assessments Resource Manual* contains detailed reference information for test administration that may be useful before, during, and after testing. This manual is available on the Virginia Department of Education's Web site at

www.doe.virginia.gov/VDOE/Assessment/home.shtml

**Virginia Standards of Learning Assessments
2007 Summer *Non-Writing* Test Administration**

Standards of Learning Tests	Testing Modes Available	
	Paper/Pencil	Online
Grade 8 <i>Reading</i> -1995 (cumulative); 2002 (grade-level)	X	2002 (only)
Grade 8 <i>Mathematics</i> -1995 (cumulative); 2001(grade-level)	X	2001 (only)
Grade 8 <i>Plain English Mathematics</i> – 1995 (cumulative); 2001 (grade-level)	X	2001 (only)
EOC <i>English: Reading</i> (1995, 2002)	X	X
EOC <i>Algebra I</i> (2001)	X	X
EOC <i>Algebra I Plain English Mathematics</i> -2001	X	X
EOC <i>Geometry</i> – 2001	X	X
EOC <i>Algebra II</i> -2001; 2001 Revised	X	X
EOC <i>Virginia and United States History</i> – 2001	X	X
EOC <i>World History I</i> – 2001	X	X
EOC <i>World History II</i> – 2001	X	X
EOC <i>World Geography</i> -2001	X	X
EOC <i>Earth Science</i>	X	X
EOC <i>Biology</i>	X	X
EOC <i>Chemistry</i>	X	X

EOC=End-of-Course

2. SUMMER 2007 SOL NON-WRITING TEST SCHEDULE

Unlike the SOL *English: Writing* test that is administered statewide on specific dates, each school division is to administer these SOL tests within its own established “testing windows.” The DDOT and STC must work together to establish dates and times for testing in the schools and to ensure that all Test Examiners are advised of their school’s specific test dates and times.

Each school’s test schedule must allow opportunities for make-up sessions to be held prior to the close of the division’s testing window. STCs are responsible for arranging make-up administrations for all students who require them and who will be in attendance during the testing window. Make sure that this is done in all schools. Testing dates, including make-up sessions, must allow for all scorable documents to be returned to the DDOT in time to ship answer documents to the Iowa City scoring center by the date(s) reported to PEM.

For the Summer 2007 SOL *Non-Writing* Tests Administration, the DDOT and STC planners for major activities for paper/pencil testing are presented in Tables 1 and 2. Note that specific statewide dates cannot be given due to the variations in testing windows across divisions. **You must determine the division’s specific activity dates based on the guidelines presented in these tables.**

3. SCHOOL DIVISION RESPONSIBILITIES FOR SOL TESTING

Many school division personnel are responsible for the administration of the SOL tests. These include:

- Division Director of Testing (DDOT)
- Project Manager (PM)—(for online testing only)
- School Test Coordinator (STC)
- Test Examiner (Examiner)

A brief explanation of the roles and responsibilities of each of these persons follows.

Division Director of Testing

Each division has designated a DDOT. The DDOT serves as the point of contact between the school division and the Virginia Department of Education and Pearson Educational Measurement. The DDOT has division-wide responsibility for maintaining the security of test materials, implementation of SOL test procedures, and providing appropriate training for STCs. DDOTs are to take particular care in reading all test administration materials. Any

questions the DDOT has regarding the SOL test administration are to be directed to the Pearson Support Center or the Division of Assessment and Reporting.

Project Manager

Each division has designated a Project Manager. The Project Manager has division-wide responsibility for the testing infrastructure needed for web-based functionality and online testing. Project Managers are to take particular care in reading all web-based test administration materials. Any questions the Project Manager has regarding the SOL web-based functionality are to be directed to the Pearson Support Center or the Division of Assessment and Reporting. Any questions regarding the SOL test administration are to be directed to the DDOT.

School Test Coordinator

Each school has designated an STC. The STC serves as the point of contact between the school and the DDOT. The STC has school-wide responsibility for maintaining the security of test materials, implementation of SOL test procedures, and providing appropriate training for Examiners and Proctors. STCs are to take particular care in reading all test administration materials. Any questions the STC has regarding the SOL test administration are to be directed to the DDOT.

Test Examiner

The Test Examiner (Examiner) is responsible for administering the SOL test(s) according to the procedures outlined in the *Examiner's Manual* and/or in the *Web-based Test Directions* and for maintaining the security of test materials. Any questions the Examiners have regarding the SOL test administration are to be directed to the STC.

4. SPECIFIC DUTIES OF THE DDOT/STC: BEFORE TESTING

Before testing, review the *Test Implementation Manual*, *Examiner's Manuals*, *Web-Based Test Directions*, *Virginia Standards of Learning Assessments User's Guide*, *PEMSolutions TestNav Technology Guidelines*, and the *Student Data File Requirements* so that you are familiar with the responsibilities of all testing personnel.

4.1 Train School Test Coordinators

DDOT ☒ Provide appropriate training to the division's STCs based on information in the manuals and in other pertinent sources.

☒ Address the training topics listed below.

TRAINING TOPICS FOR SCHOOL TEST COORDINATORS	
Paper/Pencil Tests and Online Tests	Online Tests
<ul style="list-style-type: none"> Identifying responsibilities of STCs and Examiners/Proctors for the administration of the SOL <i>Non-Writing</i> tests 	<ul style="list-style-type: none"> Determining test forms to be pre-cached
<ul style="list-style-type: none"> Testing schedules, make-up sessions, and return of all test materials to the DDOT in accordance with deadlines 	<ul style="list-style-type: none"> Accessing and printing Proctor Authorization Tickets and Student Authorization Tickets (test tickets)
<ul style="list-style-type: none"> Reviewing security requirements, including use of the <i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i> 	<ul style="list-style-type: none"> Creating, starting, and stopping test sessions
<ul style="list-style-type: none"> Reviewing guidelines for participation of LEP students and students with disabilities 	<ul style="list-style-type: none"> Marking tests complete to account for students
<ul style="list-style-type: none"> Applying Pre-ID labels to answer documents* 	<ul style="list-style-type: none"> Resuming exited students
<ul style="list-style-type: none"> Arranging for testing sites 	<ul style="list-style-type: none"> Understanding early warning system procedures
<ul style="list-style-type: none"> Resolving testing irregularities 	<ul style="list-style-type: none"> Accounting for all students currently enrolled in a course requiring an SOL test
<ul style="list-style-type: none"> Handling emergencies 	<ul style="list-style-type: none"> Removing authorizations from users at the appropriate times
<ul style="list-style-type: none"> During testing, moving students and testing materials to an alternate location 	<ul style="list-style-type: none"> Administering the Online Training Tests
<ul style="list-style-type: none"> After testing, adding test-specific data in PEMSolutions 	
<ul style="list-style-type: none"> After testing, organizing, packing, and returning scorable and non-scorable materials * 	
<ul style="list-style-type: none"> After testing, preparing the <i>Header</i> Sheets and answer documents for students within and outside of the division* 	
<ul style="list-style-type: none"> Returning all test materials to the DDOT in accordance with deadlines* 	
<ul style="list-style-type: none"> Retaining and disposing test materials according to division guidelines 	
<ul style="list-style-type: none"> Training of Examiners 	

* Paper/Pencil Tests Only

STC ☒ Attend the training that the DDOT will provide in regard to the school division's administration of SOL *Non-Writing* tests.

4.2 Train Examiners/Proctors

STC ☒ Provide training to the school's Examiners and Proctors based on information in the testing manuals, local directions received from your DDOT, and other pertinent sources.

- ☒ Address training topics listed in the following chart.

TRAINING TOPICS FOR EXAMINERS/PROCTORS	
Paper/Pencil Tests and Online Tests	Online Tests
<ul style="list-style-type: none"> Identifying responsibilities of Examiners and Proctors 	<ul style="list-style-type: none"> Using the TestNav™ application
<ul style="list-style-type: none"> Reviewing security requirements, including use of the <i>School Division Personnel Test Security Agreement (Including Examiner's/Proctor's)</i> and the Virginia General Assembly Legislation on test security 	<ul style="list-style-type: none"> Reviewing procedures for the Early Warning System
<ul style="list-style-type: none"> Testing schedule 	<ul style="list-style-type: none"> Returning of test tickets after testing
<ul style="list-style-type: none"> Verifying and documenting the number of test booklets before distributing to students* 	
<ul style="list-style-type: none"> Preparing students for testing 	
<ul style="list-style-type: none"> Preparing the testing site appropriately 	
<ul style="list-style-type: none"> Verifying and documenting the number of test booklets before distributing to students 	
<ul style="list-style-type: none"> Providing accommodations for eligible students 	
<ul style="list-style-type: none"> Using ancillary test materials 	
<ul style="list-style-type: none"> Applying Pre-ID labels 	
<ul style="list-style-type: none"> If applicable, coding of identifying information on student answer documents, including special codes* 	
<ul style="list-style-type: none"> Coding of Field F, Form Number, on the answer document's demographic section* 	
<ul style="list-style-type: none"> Administering SOL testing under standardized conditions using the <i>Examiner's Manuals</i> or the <i>Web-Based Test Directions</i> 	
<ul style="list-style-type: none"> Using classroom Proctors and/or Interpreters (if necessary) 	
<ul style="list-style-type: none"> Monitoring students during testing 	
<ul style="list-style-type: none"> Identifying and reporting testing irregularities 	
<ul style="list-style-type: none"> Handling emergencies 	
<ul style="list-style-type: none"> During testing, moving students and testing materials to an alternate location 	
<ul style="list-style-type: none"> Reviewing procedures for students not tested 	
<ul style="list-style-type: none"> After testing, completing and returning all <i>Assembly ID Sheets</i> with test booklets* 	
<ul style="list-style-type: none"> Completing the <i>Header Sheets</i>* 	
<ul style="list-style-type: none"> Bundling and returning materials after testing* 	

* Paper/Pencil Tests Only



IMPORTANT: Examiners may review the *Examiner's Manual/Web-Based Test Directions* before the day of testing. In the distribution of manuals, include itinerant vision teachers or homebound teachers who will be administering any of the SOL tests to students who are in your school or who are homebound.

STC

- ☒ If used, it may be necessary to collect the *Examiner's Manuals/Web-Based Test Directions* after training and then redistribute them on the day of testing to ensure that all Examiners have a copy for test administration.

ONLINE

- DDOT** ☒ The responsibilities assigned to Examiners for online testing are pre-determined and are outlined in the *Roles and Permissions* documents on the Resource page within PEMSolutions. Examiners will only be responsible for starting and monitoring test sessions, resuming tests, and notifying the STC of absences or exited students. The training of Examiners for online testing should consist of using the TestNav™ application to complete a training test, using eTools, working in the PEMSolutions Manage Test Sessions and observing the Early Warning System.

4.3 Online Student Training

There are EOC and middle school training tests available on the PEMSolutions Training Center for students who will be participating in online testing this summer. The training test will provide students an opportunity to practice navigating through the test and become familiar with the tools and buttons within the test delivery application, TestNav™. The training tests are NOT scored and will not affect the test scores or graduation status of any student.

- STC** ☒ To administer the training test to students, using the PEMSolutions Training Center, refer to the *Virginia Standards of Learning Assessments User's Guide*, located on the Support Page of PEMSolutions, for step-by-step instructions to create groups, students, and sessions as outlined below.
- ☒ A TestNav™ tutorial is available for students to view prior to using the TestNav™ test delivery system. The tutorial may be accessed on the Support Page of PEMSolutions at any time. No Login ID or Password is required; the application stands alone and does not require Internet access. This tutorial displays the tools and navigation buttons available in the testing system. It will provide an overview of the TestNav™ test delivery system.
- ☒ The eTools™ Live application is located on the Support Page of PEMSolutions. No Login ID or Password is required; the application stands alone and does not require Internet access after initial download. This application allows students practice using the different eTools™ available on the respective Virginia SOL Web-based assessments. Students may practice using the highlighter, eraser, choice eliminator, the Periodic Table of the Elements, compass, straight-edge tool, and ruler. The questions are not scored or reported—they are NOT Virginia SOL test items.
- ☒ The Electronic Practice Assessment Tools (ePAT) application is a stand-alone program without using an Internet connection after initial download. ePAT prepares students for online testing by simulating an SOL Web-based assessment via the TestNav™ application using released SOL test items. The student will experience the ePAT application in much the same way as an SOL Web-based assessment. The ePAT applications may be accessed by visiting the Virginia home page (<http://pearsonaccess.com/va>) or the ePAT home page (<http://www.pearsonaccess.com/va/training.center.htm>)

4.4 Identify Students to Be Tested

The Summer 2007 SOL *Non-Writing* test administrations are designed to accommodate the following groups of students:

1. Students who will complete the following credit-bearing classes in the summer semester:
 - High school English classes which have covered the grades 9–11 English SOL (*English: Reading* test)
 - Algebra I
 - Geometry
 - Algebra II
 - Biology
 - Earth Science
 - Chemistry
 - Virginia and United States History

- World History I
 - World History II
 - World Geography
2. Students in the ninth grade class of 2001–2002 and beyond who wish to retake an EOC SOL test that they failed. These students do not have to be enrolled in a course to take a test. Their participation is optional.
 3. Students in grades 9–12 for the 2007–2008 school year who are pursuing a Modified Standard Diploma may take the Grade 8 *Reading* and *Mathematics* tests to meet the literacy and numeracy requirements for this diploma. These students may take either the Grade 8 *Reading* or *Mathematics* grade-level tests or the cumulative tests.
 4. Students who failed a Grade 8 *Reading* or *Mathematics* test or an End-of-Course *English: Reading* or *Mathematics* test in 2006–2007 and participated in a remediation recovery program may retake the applicable test(s).
 5. Students who are classified as Term Graduates and scheduled to graduate by August 31, 2007, may take applicable test(s).
 6. Students who have already left school and are returning to take the SOL test(s) to earn verified credit, and/or students who are beyond school age but return to take an SOL test for verified credit. Such students may be enrolled in a class within an adult education program.
- ☒ Determination as to how students with disabilities and LEP students will participate in the SOL Non-Writing tests should be made in accordance with the following guidelines:
- *Limited English Proficient Students: Guidelines for Participation in the Standards of Learning Assessments*
 - *Guidelines for the Participation of Students with Disabilities in the Assessment Component of Virginia's Accountability System*

Both of these reference documents are in the 2006–2007 SOL Assessments Resource Manual, located at

www.doe.virginia.gov/VDOE/Assessment/home.shtml

- ☒ The *Plain English* versions of the Grade 8 *Mathematics* test and EOC *Algebra I* test are available for LEP students who are classified as level 1 or level 2 of English language proficiency, and all LEP students regardless of their English language proficiency level during their first year of enrollment in a U.S. school. Students with disabilities may also qualify for this test based on their Individualized Education Plans (IEPs) or 504 management plans.



IMPORTANT: Beginning with the Fall 2005 SOL Test Administration, students in high school English classes who will be completing the English SOL for grades 9–11 will be administered the EOC English: Reading test based on the 2002 English SOL. These test booklets are packaged separately and the Assembly ID Sheets will indicate “02.”

Students who have passed the coursework for the English SOL for grades 9–11 previously but failed the test prior to fall 2005 are eligible to retake the test that measures the 1995 English Standards for verified credit. These test booklets are packaged separately and the Assembly ID Sheets will indicate “95.” The same answer document is used for the administration of test forms measuring the 1995 and 2002 EOC English: Reading standards.

Beginning with the Fall 2005 SOL Test Administration, the EOC Algebra II test was developed based on a revised blueprint measuring 2001 Standards. These test booklets are packaged separately and the Assembly ID Sheets will indicate “01 rev.” The same answer document is used for the administration of test forms measuring the Algebra II 2001 and Algebra II 2001 (Revised) standards.

Students who have passed the coursework for Algebra II, but failed the test prior to fall 2005, are eligible to retake the test for verified credit. These test booklets are packaged separately and the Assembly ID Sheets will indicate “01.”

Students who have passed the coursework for Virginia and U.S. History, World History I, World History II, or World Geography, but failed the respective SOL EOC test prior to the 2003–2004 school year,

are eligible to retake the test for verified credit. However, the test forms that measure the 2001 standards must be administered to students.

4.5 Register Students for Testing

All Students should be registered for testing as directed by the DDOT either via a Student Data Upload File or manually hand-entered within PEMSolutions.

NOTE: Specific instructions for registering students from schools outside your division will be provided in a separate document that will be e-mailed to DDOTs and posted within PEMSolutions.

- DDOT** ☒ For further instructions and details on how to submit a Student Data Upload File, please refer to the Student Data Upload File Requirements document located online within PEMSolutions at

www.pearsonaccess.com/va/pem-solutions.jsp

- STC** ☒ Inform the DDOT if you have any new students.

4.6 Determine Where Tests Will Be Administered

- STC** ☒ Make arrangements for appropriate physical conditions for testing. Testing rooms/labs should be quiet, well lighted, and well ventilated. Each student should have enough work surface for an open test booklet, an answer document, and scratch paper. Crowding should be minimized and seating arranged to discourage students from copying.

- ONLINE** ☒ For online testing, each student should have enough work surface for scratch paper in addition to the computer workstation. Crowding should be minimized and seating arranged to discourage students from copying. It may be helpful to provide blinders (in the form of file folders or tri-fold project display boards) between each computer monitor or alternate the subject area test being administered on each computer.

It may be helpful to provide Examiners with “TESTING IN PROGRESS: DO NOT DISTURB” signs to be placed on their doors.

- ☒ Students who are absent on the school’s established SOL test date(s) must be given an opportunity to take any missed test on a make-up basis. A time and location must also be arranged for each necessary make-up session.

- ONLINE** ☒ It is recommended that the division create make-up test sessions in the online system before testing begins. Doing so will allow you to quickly and easily move an absent student to the make-up session.

4.7 Schedule the School’s Testing Sessions

The SOL Non-Writing tests administration takes precedence over other scheduled school activities.

- DDOT** ☒ All testing sessions for the school division must be scheduled within the division’s testing window. Should you need to adjust the testing window, notify the Pearson Support Center immediately.

- ONLINE** ☒ DDOTs and Project Managers should work together to determine the online test schedule. Some things to consider include:
- number of concurrent tests your network can successfully manage
 - number of online test sessions your schools will offer each day
 - number of available labs/computers
 - number of students participating in online testing as well as the results of your Stage II Certification will assist you in determining the online testing schedule



IMPORTANT: The PEMSolutions system will NOT be available from 9:00 PM Tuesdays–6:00 AM Wednesdays and 9:00 PM Thursdays–6:00 AM Fridays for system maintenance and scheduled upgrades. Please take these weekly downtimes into consideration to avoid scheduling conflicts. If the system must be taken offline at times other than those listed above, Pearson Educational Measurement will notify all school divisions.

- ☑ Make-up sessions are to be completed according to the division's schedule as long as the schedule affords each student an adequate opportunity to take missed tests. Additionally, the division's make-up schedule must allow time for assembly and shipment of all scorable answer documents by the date(s) reported to PEM. **Work with the STCs to establish the testing schedule and appropriate make-up testing schedules for their schools.**

STC

- ☑ Schedule testing sessions to avoid interruptions by fire drills or by other school functions.
- ☑ Take into consideration that the SOL assessments are untimed tests. Approximately 75 minutes is expected to be a typical testing time. Students should be afforded as much time as they need to complete the test.
- ☑ Make sure that testing sessions are scheduled so that they begin early enough to allow students reasonable amounts of time to complete the test before lunch or before the end of the school day.
- ☑ Each school's testing dates and time for each subject (for paper/pencil and/or online) must be on file with the DDOT. **If a change to testing dates or times occurs, the DDOT must be notified immediately.**
- ☑ Make sure that each school provides students with advance notice of the test dates and schedule.
- ☑ Prior to the first date of testing, develop a plan to accommodate situations in which "allocated" time has elapsed but students have not yet completed the test. For example, these students could be moved to an alternate location such as a library or activity room, or if applicable, a location equipped with computer workstations or an available computer lab, so that they can finish the test.



IMPORTANT: Plans for alternate testing sites should include appropriate test security precautions. If students must be moved to an alternate testing site to complete the test, their test booklets, answer documents, scratch paper, and any other testing materials must be collected by an Examiner or Proctor prior to the move and redistributed only after the students are settled in the new site. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials.

- ☑ Schedule make-up sessions so that all testing is completed in time to meet the division's requirement for the return of materials to the DDOT and for assembly and shipment of all scorable answer documents by no later than the date(s) reported to PEM.

4.8 Select Examiners and Determine Testing Groups

- STC** ☑ Determine how students will be grouped for testing (e.g., in homerooms, in regular English classes, etc.) and which staff members will serve as Examiners.

4.9 Determine the Need for Proctors and Arrange for Assistance

Testing students in large groups is **not** recommended because testing in smaller groups lessens test fear and anxiety for the student and facilitates the Examiner's ability to monitor and control the testing session. However, if it is necessary to test a large group of students, consider the addition of Proctors to the testing session.

It is best that Examiners supervise the testing of no more than 25–30 students on their own. If the group's size exceeds this, it is recommended to have one Proctor present for every 25–30 **additional** students.

Regardless of the size of the group, if there is only one adult supervising the testing session, arrange with the STC to have another adult within calling distance so that an emergency, such as a student becoming ill, may be handled with minimum disruption.

- STC** ☒ In selecting Proctors, be aware that each must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* noted in Section 4.11. The use of non-school personnel as Proctors should be approached with caution. Proctors should receive the same training as Examiners.
- ☒ If Proctors are not used, arrange to have another adult within calling distance of each testing session so that an emergency situation, such as a student becoming ill, may be handled with a minimum of disruption.

4.10 Review Procedures for Ensuring Test Security

The security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials. This agreement must be completed and forwarded to the DDOT before access to PEMSolutions or any online or paper/pencil test is administered.

- ☒ Each school division must ensure the security and accountability of all test materials from the time of receipt until all testing is completed. Secure test materials will be shipped and addressed to the DDOT, who has primary responsibility for their security. Refer to information included in all of the SOL testing manuals for procedures pertinent to security of the test environment, student electronic data files, student Pre-ID labels, student online test tickets, integrity of computers, security authorizations, and the receipt, inventory, distribution, and storage of test materials. Security procedures must be followed to ensure complete test security.

WITHOUT EXCEPTION, copies of secure test booklets (including Braille and large-print test booklets, Examiner copies, and audiotapes), students' Pre-ID labels, online test tickets and used answer documents **must** be kept in secure, locked storage at all times when they are not in use in an actual testing session.

4.11 Collect Completed *School Division Personnel Test Security Agreements (Including Examiners and Proctors)*

All persons in the school(s) who will have access to the SOL *Non-Writing* test booklets must read the *Test Security Guidelines* and the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* before they are given the test booklets. **Note the Virginia General Assembly 2000 legislation regarding test security.** This security agreement requires that persons involved in test administration exercise the necessary precautions to ensure the security of content and all test materials.

Test Security Guidelines and the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* are in Appendix A. These forms are included in each *Examiner's Manual* and the *2006–2007 SOL Assessments Resource Manual*, located at:

www.doe.virginia.gov/VDOE/Assessment/home.shtml

Division/school personnel involved with both online and paper testing need only sign one test security agreement. **Persons who have not signed the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* may not be allowed access to any SOL tests.**

- STC** ☒ Make as many copies as necessary of the security agreement forms. Do not use file photocopies from previous years.
- ☒ If applicable, ensure that all Examiners, Proctors, Interpreters, and school staff involved in transcriptions, read and sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)*.
- ☒ Forward the signed agreements to your DDOT as directed in Section 6.8, Prepare and Transmit SOL Affidavits and Forms.

- DDOT** ☒ Both the DDOT and the division's superintendent must complete and sign the *Division Test Security Agreement* and fax to PEM **by the end of the first week of the division's testing window**. The agreement which may be photocopied, is in Appendix A.

4.12 Additional Security Procedures for Online Testing

When a user initially logs in to PEMSolutions (www.pearsonaccess.com/va/pem-solutions.jsp) to access the Virginia SOL Web-Based Assessments Web site, he/she will be prompted to read and accept the *Test Security Guidelines*. After doing so, the user can print and sign this version by clicking the Printer Friendly link on the screen. Some divisions do not set up the Examiners and Proctors as users on the online testing system. Therefore, they should never log in to the system to view the *Test Security Guidelines* mentioned previously. In this case, a photocopied version of the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* should be made available for testing personnel to sign. (Appendix A)

4.12.1 DDOT Testing Checklist

- DDOT** ☒ DDOTs and Project Managers should review the DDOT Testing Checklist in this manual. Issues such as the security of the test environment, test tickets, starting and stopping test sessions at appropriate times, and the integrity of the computers used during testing are covered in the DDOT Testing Checklist.

4.12.2 Security authorizations

- ☒ When assigning roles and permissions to other users in the division, be sure to refer to the User Roles and Permissions documents on the Resource page within PEMSolutions. It is particularly important to monitor the Get Authorizations – Seal Codes role, which allows a user to print Student Authorization tickets (test tickets), Proctor Authorizations and Seal Codes. DDOTs have primary responsibility for assigning and removing user roles. Others may have responsibility for assigning and removing user roles for users at the school level as directed by the DDOT. Refer to the DDOT Testing Checklist for important timelines regarding removing user roles.

4.12.3 Student test tickets

- ☒ Any time Student Authorization Tickets (student test tickets) are printed in advance of the testing session (no more than 4 days prior to a test session), they must be kept in secure, locked storage until the actual testing session. Do not start a test session (activating the test tickets) until the morning of the scheduled session. Examiners need to sign out the test tickets the morning of a test session. After a test session, Examiners should be instructed to collect the test tickets from students and return them to the STC.

4.12.4 User roles and permissions

- ☒ Due to the high-stakes nature of the SOL Web-based Assessments, user roles for STCs and Examiners have been established. The DDOT is responsible for creating STCs in the division. The DDOT may also create the Examiners in the PEMSolutions system or designate the STC to do so. For details on assigning roles and permissions, please refer to the *Virginia Standards of Learning Assessments User's Guide*. For a list of available roles and their associated PEMSolutions permissions, view the *Roles and Permissions* document that is located on the Resource page within PEMSolutions.

4.13 Provide Special Accommodations During Testing

When taking the SOL tests, special accommodations are allowed if specified in students' IEPs, 504 management plans, or *LEP SOL Participation Plans*. Those involved with administering SOL tests should be familiar with the procedures that must be followed when providing accommodations to students. These are described in detail in the paper/pencil manuals and the *2006-2007 SOL Assessment Resource Manual, Procedures for the Participation of Students with Disabilities in Virginia's Accountability System* is available on the Virginia Department of Education's Web site located at

www.doe.virginia.gov/VDOE/Assessment/home.shtml

4.13.1 Arrange for the provision of testing accommodations (if applicable)

Interpreters

For some accommodations, interpreters may be required during the testing session. Interpreters are required when students' IEPs or 504 management plans specify that the student needs to have test items or directions interpreted by signing or transliteration in order to participate. Interpreters must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)*.

Proctors

Proctors should receive the same training as Examiners and must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* as noted in Section 4.2. The use of non-school personnel as Proctors should be approached with caution. Test administration, which includes the interpretation (e.g., signing, transliteration) of test items, must be proctored.

Proctors also may transcribe or verify the transcription of student responses to the regular answer document after testing. Other adults in the school can also transcribe responses or verify responses without formal training as a Proctor. Transcriptions must be verified by a second adult. **The student's responses may not be altered in any way.**

Audiotaping

Some accommodations require that the test administration be audiotaped. These accommodations include:

- read-aloud administration (must be recorded **or** proctored)
- Examiner/Proctor records students' answers for students who must dictate answers because they are unable to mark on the regular answer document or because they are unable to manipulate a computer mouse or keyboard to select their answers and are not using a specialized pointing device for the computer.

If you have students with such accommodations specified in their IEPs, 504 management plans, or *LEP SOL Participation Plans*, arrange for the test administration to be audiotaped.

ONLINE

4.13.2 Accommodations for Online Testing

- ☒ Not all accommodations are available for online testing. Be sure a student's needs may be met through an online test before testing begins.

Accommodations **NOT** available with online testing are as follows:

- multiple sessions
- large-print tests
- increased size of answer circles
- Braille tests
- communication board
- response by word processor, Braille
- augmentative communication device

STC

- ☒ Questions about whether accommodations not listed in Appendix D are permissible should be directed to the DDOT, who may consult with the Department of Education staff as needed.

4.13.3 Interpreting accommodation

- ☑ For some students, interpreters may be required during the testing session. Interpreters are required when students' IEPs or 504 management plans specify that the student needs to have test items or directions interpreted by signing or transliteration in order to participate. An interpreted (e.g., signing, transliteration) administration must be conducted by appropriate school personnel. A test administration which includes the interpretation of test items must be proctored. Proctors, interpreters, and all individuals involved in transcriptions of student responses must have read the *Test Security Guidelines* and signed the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* **before** they administer any online tests.
- ☑ If the interpreter requires access to a test on a workstation, follow the Read-Aloud procedures described in Section 4.13.5 to obtain a test ticket for the Interpreter. Be sure to select the Read-Aloud form for each student so that the students' test forms match the interpreter's test form. The interpreter must be very careful when interpreting the test questions so as not to lead the student to a correct answer by facial expression or by repeating any part of the test which is not specifically requested by the student.
- ☑ The Examiner and Proctor must verify in writing that the test administration was conducted according to the standardized procedures. This written verification shall be retained on file in the office of the DDOT until scores are received and verified.

4.13.4 Assistance with directions accommodation

- ☑ You may make accommodations as needed to the specific directions for administering a test to ensure that students taking the audio version of the test understand the testing procedures. Assistance with directions may be provided as an accommodation if specified in the student's IEP, 504 Management Plan, or *LEP SOL Participation Plan*. Assistance with directions may include reading directions to students, simplifying directions, clarifying directions, or writing directions. You may simplify directions by restating the directions using more familiar or clearly understood terminology. You also may clarify directions by answering questions from the students about the test directions. An accommodation may require that the Examiner write the directions on the dry-erase board or chalkboard, display them on an overhead projector, or make a copy of the directions from the *Web-based Test Directions* for student reference during the test. Again, special care must be taken when assisting with directions so as not to lead the students to correct responses.
- ☑ Assistance with directions may include interpreting the test directions through signing or transliteration. Testing sessions for hearing-impaired students who normally communicate in alternative or manual methods may include an educational interpreter for test directions or to answer questions that pertain to understanding the test instructions or procedures. The Examiner must be present for the testing session and read aloud the test directions as presented in the *Web-based Test Directions* so that they can be communicated in the alternative or manual method by the educational interpreter. The student must direct any questions to the Examiner and the Examiner's response must be communicated by the educational interpreter. The interpreter should also communicate sample questions that are read aloud as part of the test directions.

4.13.5 Read-Aloud accommodation

- ☑ Students with the Read-Aloud accommodation specified in their IEPs or 504 management plans may be tested online. Examiners that will be reading an online test aloud to students who require this accommodation will be given access to an online test to be viewed on the Examiner's workstation. This online test will not be scored or reported in the online system. Access to the test is being provided to allow the Examiner to read the questions and options to the student(s) on a computer monitor that is not part of a student's workstation.
- ☑ Divisions will have the capability of printing the Examiner test tickets after the Read-Aloud session has been created.

- ☑ To create Read-Aloud test sessions, the session must be identified as a Read-Aloud session by checking the box in the Read-Aloud field on the Session Details screen. It is recommended to use the words “Read-Aloud” in the name of the test session to quickly identify the Read-Aloud sessions from the sessions list. By checking the box in the Read-Aloud field, all students in the session will automatically be assigned the Read-Aloud form.
- ☑ Click on the Authorizations button to view the Proctor Authorization ticket. Clicking this button will display the Examiner’s test ticket. This ticket should be printed on colored paper to differentiate it from the students’ test tickets and kept secured until the day of testing. The Examiner test tickets should be printed no more than **4 days** prior to a test session.

STC

- ☑ The Examiner test ticket is not valid until the test session is started, and it will remain active until the test session is stopped. Unlike the students’ online tests, the Examiner may exit the test and log back into the test using the login information on the ticket **without** resuming the test. Because of this, **it is imperative that Read-Aloud test sessions are stopped immediately after the test session is complete.** Examiners must be instructed not to answer any questions on the test. All Read-Aloud administrations must be tape recorded **or** proctored.
- ☑ Examiner test tickets are generated based on the form of the first student in the session’s student list. Therefore, do not assign Alternate Read-Aloud forms to students in the test session unless ALL students in the session are to receive the Alternate Read-Aloud form. Any student needing the Alternate Read-Aloud form must be moved to a new test session.
- ☑ Users are able to experience the new Read-Aloud functionality in the PEMSolutions Training Center. The PEMSolutions *Virginia Standards of Learning Assessments User’s Guide* provides information about Read-Aloud sessions.
- ☑ Examiners must be very careful when reading the test aloud so that they do not lead the student to correct responses by intonation or by repeating any part of the test that is not specifically requested by the student. Special attention must be given to the IEP or 504 Management Plan for specific accommodations regarding reading the test aloud. For example, a student’s accommodation may require the entire test to be read orally or may require having words, questions, or sentences read orally only when requested by the student. In particular, care must be taken to describe graphics without leading the student to the correct response. The Examiner who is to read the tests aloud should consult the audiotape or the online Audio training test (located **in the Training Center, located on the login page of PEMSolutions**) for a standard approach to reading test questions.

4.13.6 Audio version accommodation

IMPORTANT: Reading test items aloud, using an audio version of the test items and interpreting test items, are allowable accommodations on most SOL tests because they do not change what the test is measuring. However, if items on the Reading test are read aloud, presented via an audio version, or interpreted, it significantly changes what the test is measuring.

DDOT

- ☑ For summer 2007 all Web-based assessments are available in the Audio version. Before administering any online Audio tests, determine if your division has workstations that meet the minimum requirements for the online audio tests. In addition, ensure that the most recent version of TestNav™ has been installed on the workstations. Refer to the PEMSolutions *Infrastructure Guidelines* on the Support page for more information about the Audio test specifications at:

<http://pearsonaccess.com>

STC

- ☑ The Proctor Caching functionality must be used when delivering an audio form of the test. Proctor Caching allows test administrators to “pre-fetch” test content. This accelerates the delivery of test content to students and reduces the amount of bandwidth required for electronic testing. Because audio files consume a large amount of bandwidth, Proctor Caching

is necessary when delivering an audio test to a student. For details on downloading, installing, and using Proctor Caching, refer to the PEMSolutions *Proctor Caching User's Guide*. The STC or designated technology representative should ensure that the online audio test is cached before the test session begins.

- ☑ The DDOT or STC may assign the online audio form to a student after the test session has been created. For directions on assigning the audio form, refer to the PEMSolutions *Virginia Standards of Learning Assessments User's Guide*.
- ☑ When administering the online audio version of a test, an audio control box will appear in the upper right corner of TestNav™. The box may be moved by clicking on the blue title bar and dragging the box to the desired location. The audio controls, resembling those of familiar media players found on computers, do the following: *Stop*, *Rewind*, *Pause/Play*, and *Fast Forward*. A slider is available to move forward and backward throughout the recording. A volume control, designated by the *Speaker* icon in the bottom right corner of the audio control box, allows you to adjust the volume of the recording as needed.
- ☑ The test question and answer options will be read automatically as a student advances to each question. Students may listen to a question as many times as necessary. Only the recording for the passage and/or question on the screen will play at any given time. If several students will be tested using the online audio form in the same location, headphones will need to be provided for each of the students. If a student needs clarification of what was heard on the audio test, the Examiner may repeat anything on the screen that is requested by the student.
- ☑ Using an online audio version of the test is one of the preferred methods of oral presentation as it provides uniform administration statewide. The student should have instructional experience with similar electronic media players found on computers. Unless the student has experience with using electronic media players, the online audio version of a test may cause more difficulty than assistance.

4.14 Receive and Verify Non-Secure Test Materials

Within the shipments of non-secure test materials, the boxes will contain a Pre-Pack that includes printed *Header Sheets* and paper bands, Return Materials Kit and other ancillary materials.

4.14.1 DDOT receives and verifies the division's non-secure test materials

- DDOT** ☑ Receive shipments of the **division's non-secure** test materials that will be delivered 4 weeks in advance of the division's testing window.

The division's shipment of Summer 2007 SOL *Non-Writing* Assessments non-secure test materials will include the Return Materials Kit and division overages, extra copies of the *Test Implementation Manual*, *Examiner's Manuals*, and grade-level answer documents in case they are needed by any of the schools in the division. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on. **Orange** shipping labels will be located on the top of each box and four sides with "Division Overage" printed on all labels with the division's shipping address. The division overage materials will be shipped in **white** boxes.

PEM will ship to the division approximately a 15% overage of the initial order of non-secure test materials of the total quantity in schools' boxes. The following chart shows the non-secure materials to be received in the division's shipments.

DIVISION'S OVERAGE NON-SECURE MATERIALS	
<input type="checkbox"/>	DDOT cover memorandum (on blue paper located in Box #1)
<input type="checkbox"/>	Division level packing list (located in Box #1 labeled "Packing List Enclosed")
<input type="checkbox"/>	Copy of each school's packing list for the shipment of non-secure materials for which participation counts were entered in PEMSolution (located in Box #1)
SCORABLE RETURN MATERIALS KIT	
<input type="checkbox"/>	Return Instructions Memorandum
<input type="checkbox"/>	PEM red address labels and FedEx overnight labels or K & K Bill of Lading for return of scorable answer documents
DDOT PRE-PACK	
<input type="checkbox"/>	Division specific pre-printed <i>Header Sheets</i> (for organizing answer documents for schools within the division)
<input type="checkbox"/>	Blank <i>Header Sheets</i> (for organizing answer documents for schools outside the division)
<input type="checkbox"/>	Paper bands packaged in sets of 10's and 5's (for securing scorable answer documents)
NON-SECURE MATERIALS	
<input type="checkbox"/>	<i>Non-Writing Test Implementation Manual</i> (for DDOT and STC)
<input type="checkbox"/>	Grade 8 Literacy and Numeracy (combined) and EOC <i>Examiner's Manuals</i>
<input type="checkbox"/>	Grade 8 (battery answer document) and EOC (subject-specific answer documents) packaged in sets of 25's or 5's
<input type="checkbox"/>	Scorable materials return boxes (additional new shipment boxes)

- ☒ Verify **no later than 7 days after receipt of materials** that the quantities of all materials received in the non-secure shipment match those listed on the division-level packing list in Box #1 of the shipment. If this shipment appears incomplete in any way, contact the Pearson Support Center.
- ☒ Fill requests for additional non-secure materials from STCs by using materials from the division's overage shipment.
- ☒ If requests for additional materials cannot be filled from the division's overage non-secure materials, order additional materials from PEM as instructed in the cover memorandum with the initial shipment.
- ☒ Additional orders will be packaged bulk and delivered to the division's bulk address.
- ☒ Retain all dual purpose cartons in which materials are shipped because they may be used to return non-scorable secure materials to PEM, Iowa City, IA.

4.14.2 STC receives and verifies the school's non-secure test materials

PEM will ship non-secure testing materials to the division's address. Cartons will be packaged by school based on how the materials were ordered within PEMSolutions.

- STC** ☒ Receive shipments of the **school's non-secure** test materials.

The school's shipment of non-secure test materials will include the Summer 2007 SOL *Non-Writing Assessments* STC Pre-Pack (Pre-printed *Header Sheets* –used for schools within the division, blank *Header Sheets* –used for schools outside the division, and paper bands), copies of

the *Test Implementation Manual*, *Examiner's Manuals* and answer documents. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on. **Orange** shipping labels will be located on the top of each box and four sides with school's name and shipping address.

These materials are scheduled to arrive 4 weeks in advance of test administration and may be used in the training of Examiners and Proctors.

School boxes will contain approximately 5% overage of the total quantity of initial orders of non-secure test materials. The following chart shows the non-secure materials to be received in the school's shipments.

SCHOOL'S NON-SECURE MATERIALS	
<input type="checkbox"/>	STC cover memorandum (on yellow paper located in Box #1)
<input type="checkbox"/>	School level packing list (located in Box #1 labeled "Packing List Enclosed")
STC PRE-PACK	
<input type="checkbox"/>	Division-specific pre- printed <i>Header Sheets</i> (for organizing answer documents for schools within the division)
<input type="checkbox"/>	Blank <i>Header Sheets</i> (for organizing answer documents for schools outside the division)
<input type="checkbox"/>	Paper bands packaged in sets of 10's and/or 5's (for securing scorable answer documents)
NON-SECURE MATERIALS	
<input type="checkbox"/>	<i>Non-Writing Test Implementation Manual</i> (for DDOT and STC)
<input type="checkbox"/>	Grade 8 Literacy and Numeracy (combined) and EOC (subject-specific) <i>Examiner's Manuals</i>
<input type="checkbox"/>	Grade 8 Literacy and Numeracy (battery) and EOC answer documents (packaged in sets of 25's or 5's)
<input type="checkbox"/>	Scorable materials return boxes (additional new shipment boxes)

- ☒ Verify **no later than 7 days after receipt of materials** that the quantities of all materials received in the non-secure shipment match those listed on the school-level packing list in Box #1 of the shipment. If this shipment appears incomplete in any way, contact your DDOT.

4.15 Receive and Verify Pre-ID Labels

For any student record that is registered for a *Non-Writing* paper/pencil test within PEMSolutions, PEM will provide a unique label to apply to each student's SOL answer document.

The Pre-ID label will carry the following:

- Student Name (Last, First, Middle Initial)
- Date of Birth (DOB)
- Division Code – School Code
- School Name
- Grade

- Pre-ID Number (PEM use only, located below the bar code)
- State Testing Identifier (STI)
- Gender
- Ethnicity (ETH)
- Disability (DIS)
- LEP Status (LS)
- LEP Proficiency (LP)
- Administration Date and Name

4.15.1 DDOT receipt and verification of school's Pre-ID labels

- ☒ Receive initial order of the school division's Pre-ID labels prior to shipping answer documents to PEM. Afterwards, receive additional Pre-ID labels ordered for new records added, revision to a student's test code, or records corrected, up until the Friday before the last week of the division's testing window. Any revision to a student's test code will result in a new label being generated and mailed.

Pre-ID labels will be packaged by school in an envelope and shipped to the division. Each package will be labeled with the testing school's name and code. The school packages may be assigned to a larger box. PEM will supply a *Shipment Package Locator* that will assist in finding a school's package of Pre-ID labels within the division's shipment. Each carton of Pre-ID labels will be numbered sequentially ("1 of 4," "2," "3," "4 of 4," and so on). **Green** mailing labels will be located on the top of each box and four sides.

DIVISION PRE-ID MATERIALS	
<input type="checkbox"/>	DDOT Cover Memorandum (located in Box #1)
<input type="checkbox"/>	Division Packing List and Shipment Package Locator (located in Box #1 labeled "Packing List Enclosed")
<input type="checkbox"/>	Copy of each School's Packing List for the shipment of <i>Non-Writing</i> Pre-ID labels (located in Box #1)

SCHOOLS PRE-ID MATERIALS (Packed by School)	
<input type="checkbox"/>	School Packing List (located in the box labeled "Packing List Enclosed")
<input type="checkbox"/>	One set of Summer 2007 <i>Non-Writing</i> Pre-ID labels

- ☒ **Upon receipt:**
- Check to make sure that no cartons have been broken or opened in transit
 - Reference the *Shipment Package Locator* to verify all cartons have arrived for all schools that have students registered in PEMSolutions to take a *Non-Writing* paper/pencil test
- ☒ Carefully review your copy of each school's Pre-ID labels packing list (contained in Box #1 of the division shipment).
- ☒ If a school's shipment appears incomplete in any way, contact the Pearson Support Center.

4.15.2 DDOT distribution of *Non-Writing* Pre-ID labels to schools

- DDOT**
- ☒ Deliver each school's envelope or cartons(s) of Pre-ID labels to the STC before testing.
 - ☒ Provide the STC directions for verifying their school's order of Pre-ID labels.

- ☑ Provide STCs the division's timeframe and procedures for preparing students' answer documents with the Pre-ID labels (Appendix C).

4.15.3 STC receipt and verification of school's Pre-ID labels

- STC** ☑ Receive the school's envelope or carton(s) of Summer 2007 *Non-Writing* Pre-ID labels from the DDO.

The *Non-Writing* Pre-ID labels are sorted in the following order:

- School
- Level/Subject (i.e., Grade 8 Reading or EOC Algebra I)
- Group Name (if supplied)
- Students' Last Name

A page break will occur when either Level/Subject or Group Name changes. A banner title that includes division code, school code, level/subject and group name (if provided) will be printed on the top two labels when one of these page breaks occurs.

- ☑ Immediately upon receipt of the school's Pre-ID labels, inventory all materials against the *School Packing List/Transmittal Form* for the shipment.
- ☑ Verify that the number of envelopes conveyed on the *School Packing List/Transmittal Form* is indeed correct before signing this form.
- ☑ Follow procedures for preparing the students' answer documents with the Pre-ID label as directed by your DDO.
- ☑ **If you discover a shortage or discrepancy in your Pre-ID labels shipment, contact your DDO immediately.**
- ☑ Prior to testing, keep the envelope(s) of Pre-ID labels and/or prepared answer documents with Pre-ID labels secure in a locked location accessible only to you and the school principal.

4.16 Ensure Availability and Distribution of Test Manipulatives

- DDO** ☑ Test manipulatives listed in Tables 4, 5, and 6 are typically stored in the school division. If you have not already distributed these manipulatives to the schools in your division, you must do so before testing is to begin. Make sure that STCs are aware of the information included in the *Examiner's Manuals* regarding the use of test manipulatives.

- ONLINE** ☑ For online testing, all manipulatives are available on the toolbar in TestNav™ (except for a graphing calculator, scientific calculator, and scratch paper). Only those tools allowed for a given online SOL test are available on the toolbar. The eTools™ Live application (located on the Support page of PEMSolutions) may be used to provide students additional practice with using the online tools. Students may use approved hand-held calculators for an online test.
- ☑ STCs may distribute the hand-held manipulatives to Examiners prior to testing or on the morning of testing. However, the *Mathematics* formula sheets for Grade 8 and EOC tests and the Periodic Table of the Elements for EOC *Chemistry* are located immediately inside the front cover of the test booklets. You should deliver to Examiners on the morning of testing an extra supply of these materials (for online and paper/pencil tests).

Copies of the formula sheets and the Periodic Table of the Elements are available at

www.doe.virginia.gov/VDOE/Assessment/Manipulatives/

Table 4. Allowable Test Manipulatives for Grade 8 Literacy and Numeracy

SOL Test	Scratch Paper	Dictionary ²	Calculator	Protractor or Angle Ruler	Compass	Metric/ Standard Ruler	Formula Sheet	Comments
						Straight- Edge Tool ⁵	Periodic Table of the Elements	
Gr 8 Reading	Yes							
Gr 8 Mathematics	Yes ¹		Approved Scientific Calculators ³ or 4-Function Calculator (cumulative test only)	Protractor ⁵ or Angle Ruler (for grade-level test ONLY)		Yes ⁵	Formula Sheet ⁴	

¹ Acceptable scratch paper includes patty paper, lined paper, and grid paper. For online testing, the use of patty paper, dry erase markers, and transparencies to trace images directly from the computer monitor is strictly prohibited.

² Only a dictionary without a thesaurus may be used; a thesaurus is not allowed (not applicable for non-writing tests).

³ For online testing, students *must* use their hand-held scientific or graphing calculators, as scientific/graphing calculators are not available online.

⁴ For online testing, students *may* choose to use the hand-held test manipulative rather than the online tool.

⁵ For online testing, students *must* use the online version of this test manipulative.

Table 5. Allowable Test Manipulatives for End-of-Course

SOL Test	Scratch Paper	Dictionary ²	Calculator	Protractor or Angle Ruler	Compass	Metric/Standard Ruler	Formula Sheet	Comments
						Straight-Edge Tool ⁵	Periodic Table of the Elements	
EOC <i>English: Reading</i>	Yes							
EOC <i>Algebra I</i>	Yes ¹		Approved Graphing Calculator ³			Yes ⁵	Formula Sheet ⁴	
EOC <i>Geometry</i>	Yes ¹		Approved Graphing Calculator ³		Compass ⁵	Yes ⁵	Formula Sheet ⁴	
EOC <i>Algebra II</i>	Yes ¹		Approved Graphing Calculator ³			Yes ⁵	Formula Sheet ⁴	
EOC <i>Earth Science</i>	Yes ¹		Approved 4-Function ⁴ or Scientific ³ or Graphing ³ Calculator			Yes ⁵		
EOC <i>Biology</i>	Yes ¹		Approved 4-Function ⁴ or Scientific ³ or Graphing ³ Calculator			Yes ⁵		
EOC <i>Chemistry</i>	Yes ¹		Approved 4-Function ⁴ or Scientific ³ or Graphing ³ Calculator			Yes ⁵	Periodic Table of the Elements ⁴	
EOC <i>VA US History</i>	Yes							
EOC <i>World History I</i>	Yes							
EOC <i>World History II</i>	Yes							
EOC <i>World Geography</i>	Yes							

¹ Acceptable scratch paper includes patty paper, lined paper, and grid paper. For online testing, the use of patty paper, dry erase markers, and transparencies to trace images directly from the computer monitor is strictly prohibited.

² Only a dictionary without a thesaurus may be used; thesaurus is not allowed (not applicable for non-writing tests).

³ For online testing, students *must* use their hand-held scientific or graphing calculator as scientific/graphing calculators are not available online.

⁴ For online testing, students *may* choose to use the hand-held test manipulative rather than the online tool.

⁵ For online testing, students *must* use the online version of this test manipulative.

The guidelines outlined below should be followed when addressing calculator use on the SOL tests:

- Students should be familiar with the calculator they are to use. Do not let testing time be the first time a student uses a calculator.
- Either a school-owned or student-owned calculator may be used on the test.
- The graphing calculator's memory must be reset prior to test administration. Clear all memory contents not built into the calculator's system.
- If students are using other models of calculators than those listed in the chart below, make sure that those calculators' functions do not exceed the specifications of the state-approved models. Otherwise, students will have an unfair advantage over others who are using an approved calculator.

Table 6. State-Approved Calculators

	Calculator Model Types		
	Four-Function	Scientific	Graphing
Grade/Level SOL Test	<ul style="list-style-type: none"> • Any (i.e., add, subtract, multiply, and divide) including one with percent, square root, and +/- sign functions 	<ul style="list-style-type: none"> • TI-30Xa Solar <i>School Edition</i> (New) • CASIO Fx-260-School • Sharp 501WBBK • Sharp EL 501V 	<ul style="list-style-type: none"> • CASIO 9860 G • CASIO 9750 G Plus • CASIO 9850 G¹ • CASIO 9850 G Plus • TI-82¹ • TI-83 • TI-83 Plus • TI-84 Series • TI-84 Plus
Grade 8 <i>Mathematics</i>	Allowed on Grade 8 <i>Mathematics</i> Cumulative Test Only	Allowed on Grade-Level Grade 8 <i>Mathematics</i> Test Only	
End-of-Course <i>Algebra I,</i> <i>Geometry,</i> <i>Algebra II</i>			Allowed
End-of-Course <i>Earth Science,</i> <i>Biology,</i> <i>Chemistry</i>	Allowed	Allowed	Allowed

NOTE: ¹ Because many school divisions have been using these earlier model types in instruction prior to receiving the state's shipment, their usage is allowed on the EOC *Mathematics* tests.

4.17 Determine a Method for Completing the Identification Information on the Student Answer Documents

The SOL *Non-Writing* tests' answer documents include demographic Sections 1 and 2 that must be completed for the *Summer 2007 Non-Writing Test Administration*. Samples of the answer documents are in Appendix C and are also included in the *Examiner's Manuals*.

The STC, in consultation with the DDOT, should determine the process that will be used in the school for completing the demographic sections of each student's answer document. Incorporate this method into the training of Examiners and Proctors.

4.18 Coding of Student Demographic Information



IMPORTANT: If students' answer documents are submitted **WITH** Pre-ID labels, information in Fields B through E should **NOT** be completed. Any information coded in these fields will not be read by the scanner. If students' answer documents are submitted **WITHOUT** a Pre-ID label, Fields B through E **MUST** be completed. A designated adult must complete Field E, State Testing Identifier, before answer documents are submitted for scoring.

All student data uploaded into PEMSolutions using the Student Data Upload procedures may be viewed and/or edited on the appropriate screens in PEMSolutions.

Review the information below and be aware of all required student demographic information that is to be completed on the answer documents before or during testing.

4.18.1 Field A—STUDENT IDENTIFYING INFORMATION

(Complete if Pre-ID labels are used or not available.)

Field A should be completed with identifying information to include student name, teacher, school, school division, gender, grade, date of birth and test date. This field may be completed by the students, but to enhance accuracy, Examiners or other adults may be instructed to complete this information before testing.

Fields B, C, and D—STUDENT NAME, DATE OF BIRTH, AND GENDER

(Complete if Pre-ID labels are not available.)

Fields B, C, and D are to be completed with identifying information to include student name, date of birth, and gender. These fields may be completed by the students, but to enhance accuracy, Examiners or other adults may be instructed to complete this information before testing.

4.18.2 Field E—STATE TESTING IDENTIFIER (STI)

(Complete if Pre-ID labels are not available.)

Examiners or other adults should be encouraged to complete this information prior to student testing. To ensure that the student is distributed his/her answer document, the student's name must be written in Field A, immediately after completing the STI.

All answer documents submitted for scoring must have an STI. The STI is a unique, permanent, 10-digit testing number assigned to each student by the state through the Education Information Management System (EIMS). If your division has submitted a Student Data Upload file, the 10-digit number will be printed on the Pre-ID label. To obtain the STI for students in the division, the DDOT should consult with the division's EIMS Project Manager. If necessary, the DDOT will provide STCs the students' STI to be hand-entered before bundling the answer document for scoring.

4.18.3 Field F—FORM

Field F may be completed by students, Examiners, or other adults.

FIELD F, MC Form, is to be completed with the form number of the multiple-choice test booklet that the student is administered. To assist in the identification of test forms, the complete form number printed on the test booklet indicated the following: test level (8 or EOC), subject test code (3-digit number), followed by a dash (-), the beginning "letter" as appropriate and four numbers. However, **only** the last four numbers must be entered on the answer document.

On Grade 8 answer documents, the form number should be completed on the answer document for each one of the two subject area tests (*Reading/Literacy* and *Mathematics/Numeracy*) that the student is administered. In Field F, the first column of the subject-area tests is pre-coded with an

“R” for *Reading* and “M” for *Mathematics*. The other four columns should be completed with the remainder of the form numbers that are printed on the front cover of each test booklet.

When appropriate, this includes the form number for the Grade 8 *Plain English Mathematics* test and/or Special Test Forms.



IMPORTANT: For students taking a *Plain English Mathematics* test (Grade 8 and *Algebra I*), in addition to completing Field F, Form, Field I, Special Test Accommodations, **Circle A** must be completed for “Math.”

On EOC answer documents, in Field F, the first column is pre-coded with an “R” for the *Reading* test; an “M” for either *Algebra I*, *Geometry*, or *Algebra II* tests; an “S” for either *Earth Science*, *Biology*, or *Chemistry* tests; and “H” for either *Virginia and U.S. History*, *World History I*, *World History II*, or *World Geography* tests. The other four columns should be completed with the remainder of the form numbers that are printed on the front cover of each test booklet.

Following each administration, Examiners should verify that the test form number entered in Field F matches the test booklet which bears that student’s name.



IMPORTANT: Correct completion of Field F, Form, is essential for accurate scoring.

4.18.4 Field G—TEST DATE

Field G may be completed by students, Examiners, or other adults.

On the day of the test, Field G, *Test Date* may be completed. For Grade 8 answer documents, the date of the first test administration should be entered in Field G. Complete instructions are in the *Examiner’s Manual*.

4.19 Receive and Verify Secure Test Materials

4.19.1 DDOT receipt and verification of schools’ secure materials

- DDOT** ☒ Receive shipments of the **schools’ secure** test materials that will be delivered approximately 2 weeks prior to the beginning of the division’s testing window.

Each school’s cartons of secure test materials will be numbered sequentially (“1 of 4,” “2,” “3,” “4 of 4,” and so on) but may not begin with Box #1. **Green** labels will be located on the top of each box and four sides. The school name will appear on the PEM label on each box. Each school’s cartons will include the school’s assigned multiple-choice test booklets.

NOTE: The STCs request for testing materials for irregularities that require retesting should be filled from the division overage shipment of secure materials.

The following chart shows the shipment of schools’ secure materials to be received at the division office. **Schools that include Grade 8 (Literacy and Numeracy) and EOC levels will receive all of their materials packaged together.**

SCHOOLS' SECURE TEST MATERIALS – GRADE 8 and EOC (Packed by School)	
<input type="checkbox"/>	The School Packing List/Transmittal Form (located in box labeled “Packing List Enclosed”)
<input type="checkbox"/>	Grade 8 <i>Reading</i> and <i>Mathematics</i> and EOC multiple-choice test booklets (main forms) in packs of 10s and Answer Documents (packages of 25s or 5s)
<input type="checkbox"/>	Grade 8 <i>Reading</i> and <i>Mathematics</i> and EOC Large-Print Test Booklet Kit(s)* (main form) includes <i>Assembly ID Sheet</i> , Large-Print Test Booklet(s) and Examiner's copy—Test Booklet(s)
<input type="checkbox"/>	Grade 8 <i>Reading</i> and <i>Mathematics</i> and EOC Braille Test Booklet Kit(s)* (main form) includes <i>Assembly ID Sheet</i> , Braille Test Booklet(s), Examiner's copy—Test Booklet(s) and extra sheets of Braille paper
<input type="checkbox"/>	Grade 8 <i>Reading</i> and <i>Mathematics</i> and EOC Regular-Audio Test Booklet Kit(s)* (main form) includes <i>Assembly ID Sheet</i> , Test Booklet(s), and Audio Tape(s)
<input type="checkbox"/>	If ordered, Large-Print and/or Braille Audiotapes will be included

* **Do not break open kits**

☒ **Upon receipt:**

- Check to make sure that no cartons have been broken or opened in transit.
 - Reference the Pallet Detail (*Shipment Package Locator*) to verify all cartons have arrived for all schools for which materials were ordered for the *Summer 2007 Non-Writing Test Administration*.
- ☒ Carefully review your copy of each school's secure materials packing list (contained in Box #1 of the division's overage shipment).
- ☒ Forward a copy of the packing list to the school so that the STC can inform you promptly if additional materials are needed.
- ☒ If you have not received all cartons for all schools 2 weeks before the division's testing window, or if a school's shipment appears incomplete in any way, contact the Pearson Support Center.

4.19.2 DDOT receipt and verification of division overage of secure materials

- DDOT** ☒ Receive the division overage of secure materials approximately 2 weeks prior to the beginning of the division's testing window.

The division overage of secure materials will be shipped in **white** boxes. **Green** shipping labels will be located on the top of each box and four sides with the division name printed on all labels.

This shipment will include overage quantities of secure multiple-choice test booklets in the event they are needed by any of the schools in your division.

Overage quantities of **main** multiple-choice forms will equal approximately 15% of the division's initial orders.

Overage quantities of **alternate** multiple-choice forms will equal approximately 12% of the division's initial orders. STCs should request alternate multiple-choice forms for irregularities that require retesting.

The cartons in this overage shipment will be numbered sequentially (“1 of 4,” “2,” “3,” “4 of 4,” and so on) and include items in the following chart:

DIVISION'S OVERAGE OF SECURE MATERIALS	
<input type="checkbox"/>	DDOT cover memorandum (on blue paper in Box #1 labeled "Packing List Enclosed")
<input type="checkbox"/>	Division Overage Packing List, Pallet Detail (Shipment Package Locator), and the Division Receipt Verification Form (located in Box #1)
NON-SCORABLE RETURN MATERIALS KIT	
<input type="checkbox"/>	Return Instructions Memorandum
<input type="checkbox"/>	PEM Green address labels and either a K&K Bill of Lading or FedEx Ground Labels for return of secure non-scorable test materials
SECURE MATERIALS	
<input type="checkbox"/>	Grade 8 <i>Reading and Mathematics</i> and EOC multiple-choice test booklets (main forms) in packs of 10s including the <i>Assembly ID Sheet</i>
<input type="checkbox"/>	Grade 8 <i>Reading and Mathematics</i> and EOC multiple-choice test booklets (alternate forms) in packs of 10s including the <i>Assembly ID Sheet</i>

- ☒ Verify that the quantities of all materials received and match those listed on the *Division Overage Packing List*. For further detail, you may also use the *Division Receipt Verification Form*. Keep these forms on file for your records.
- ☒ If needed, order additional testing materials via PEMSolutions. PEM will make every effort to deliver additional orders to you as quickly as possible.

Additional orders will be packaged "bulk" and delivered to the division's bulk address.



IMPORTANT: All **secure** materials ordered for "special situation schools" will be packaged together and delivered to the division's address. These cartons will be delivered boxed separately, but delivered at the same time as the division overage for secure materials. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on but may not begin with Box #1. **Green** shipping labels will be located on the top of each box and four sides with "8888 Secure Materials Special Situation" printed on them.

4.19.3 DDOT Distribution of Secure Materials to Schools

DDOT

- ☒ Deliver each school's carton(s) of Summer 2007 *Non-Writing* secure materials (Regular and Special Test Forms Kits) to the STCs no more than 96 hours (four school days) before the first administration of the SOL *Non-Writing* tests.
- ☒ You may use the *Summer Non-Writing Secure Test Materials School Packing List/Transmittal Form* and *Division Receipt Verification Form* (located in Box #1 of the division overage materials) to verify the delivery of secure materials to schools (Sample in Appendix B).
- ☒ Ask each STC to inventory the school's materials. The STC must report any shortages or discrepancies to the DDOT immediately.
- ☒ For *Regular Test Forms*, at the top of the sheet, a barcode with a unique number, level, name of subject area test, test form number, and quantity of test booklets contained in the package as illustrated in the *Sample Assembly ID Sheet* in Appendix B.

- ☑ For *Special Test Forms Kits*, at the top of the sheet, a barcode with a unique number, level, name of subject area test and type of test (main or alternate).
- ☑ At the bottom of the sheet, package assembly information for tracking secure materials electronically by Pearson Educational Measurement.
- ☑ Additionally, the package *Assembly ID Sheet* shows the quantity of booklets in the package, and the range of security numbers (used by PEM for tracking secure materials throughout the Summer 2007 *Writing* Administration). Test booklets will arrive in packages of 10s.

NOTE: The quantity of packages received must match the quantity shown on the *School Packing List/Transmittal Form*.

4.20 Receive and Verify Schools' Secure Test Materials

4.20.1 STC receipt and verification of schools' secure materials

- STC**
- ☑ Receive the school's carton(s) of secure SOL *Non-Writing* tests materials from your DDOT no earlier than 96 hours (four school days) before testing is to begin.
 - ☑ The school's delivery will include materials listed in Section 4.19.1. Schools that include Grade 8 Literacy and Numeracy and EOC levels will receive all of their materials packaged together, if ordered.
 - ☑ Verify that the number of cartons conveyed by the *School Packing List/Transmittal Form* is indeed correct before signing this form. (Sample in Appendix B)
 - ☑ Immediately upon receipt of the school's secure materials, inventory all materials against the *School Packing List/Transmittal Form* located in the first box of this shipment.
 - ☑ If you have students who will take the Braille, large-print or audiotope versions of the *Non-Writing* test, make sure that you have received these special test materials from your DDOT.
 - ☑ Do not open shrink-wrapped packages to complete this inventory; however, test booklets counts should be obtained by multiplying the number of packages times the package counts.
 - ☑ **If you discover a shortage or discrepancy in secure testing materials, contact your DDOT immediately.**
 - ☑ Keep the carton(s) of SOL secure test materials in a locked location accessible only to you and the school principal.

5. SPECIFIC DUTIES OF THE DDOT/STC: DURING TESTING

5.1 Maintain a Contingency Plan

Be prepared to coordinate and monitor adjustments in each school's testing schedule if inclement weather or other unforeseen events threaten or force school closures, network interruption, etc.

☒ **If school openings are delayed or early dismissal is possible/likely:**

- Do not begin testing unless you are confident that all scheduled testing sessions can be completed within the anticipated school day.
- If testing has already begun and school is dismissed during a testing session, the DDOT should contact the Department of Education's Division of Assessment and Reporting immediately.
- If you are unsure whether a scheduled testing session can be completed, the best course of action would be to postpone the session. Students who begin a test and cannot complete it will need to re-test with an alternate form. Retesting must be approved by the Department of Education.

☒ **If schools are closed:**

- The DDOT should notify the Division of Assessment and Reporting immediately. Be sure to advise to the best of your knowledge when schools will re-open.
- If possible, reschedule the test administration within your existing window. If the number of missed days necessitates a change in your testing window, notify the Pearson Support Center.

If the division has additional questions regarding these procedures, the DDOT should call the Division of Assessment and Reporting.

5.2 Administration Audits

Audits will not be conducted during the *Summer 2007 Non-Writing Test Administration*.

5.3 Coordinate the School's Administration of the SOL Tests

5.3.1 STC conducts check-out of secure test materials to Examiners

STC ☒ Check out the SOL *Non-Writing* tests booklets to Examiners.

- ☒ Review a sample of the *Assembly ID Sheet* (Appendix B) that will be included in the packages of test booklets. An *Assembly ID Sheet* shows a package number unique to the test booklets contained in that package and the form number of the test booklets contained in that package.
- ☒ Remind Examiners that upon opening a package, **but before distributing its contents to students**, they must count the number of test booklets contained in the package and complete the package's *Assembly ID Sheet*, checking off the applicable statement.

If an Examiner must open more than one package of test booklets, the *Assembly ID Sheet* in each package must be completed. Examiners must return all *Assembly ID Sheets* to you, along with all test booklets, immediately after the testing session has concluded.

- ☒ If necessary, you may break packages of test booklets in order to distribute them more efficiently to the Examiners. Photocopy the package *Assembly ID Sheet* and write the new quantity of test booklets on the copy. Each divided set must have an *Assembly ID Sheet*.
- ☒ Maintain the security of the test booklets at all times.
- ☒ Ensure that each Examiner has the following test materials:
- Summer 2007 *Examiner's Manual*
 - Multiple-choice test booklets
 - Answer documents
 - Supply of scratch paper
 - "TESTING IN PROGRESS: DO NOT DISTURB" sign, if available

ONLINE**5.4 Coordinate the School's Administration of the Web-based Assessments**

- ☑ On the morning of testing, Examiners will need to receive all materials necessary to administer the online SOL tests.

STC ☑ Provide Examiners with the following materials:

- Student Authorization tickets (test tickets)
- Proctor Authorization ticket (if Read-Aloud session)
- Test Session Roster (optional)
- Appropriate test manipulatives and ancillary materials

- ☑ For each test session, Examiners/Proctors should be provided with the following test materials:

- Summer 2007 *Web-based Test Directions* for Grade 8 Literacy (*Reading*) and Numeracy (*Mathematics*) and EOC subject area tests are combined into one manual.
- Test tickets (Use the *Examiner's/Proctor's Test Booklet/Ticket Transmittal Form/Affidavit*, located in the *Examiner's Manuals*, to assist with the distribution and collection of test tickets from students.)
- "TESTING IN PROGRESS: DO NOT DISTURB" sign if available, ancillary materials and manipulatives (extra formula sheets, calculators, compass, protractors or angle rulers, metric standard rulers, extra Periodic Table of the Elements, and scratch paper)

5.4.1 Prior to administering online tests

- DDOT** ☑ Refer to the *Virginia Standards of Learning Assessments User's Guide* for specific instructions to follow prior to administering online tests.

5.5 Monitor Test Administration

- DDOT** ☑ Ensure that all secure materials are being handled properly by STCs, Examiners, and Proctors.

- ☑ Be available to STCs for questions and problem resolution during the administration of the SOL *Non-Writing* tests.

STC ☑ Monitor the administration of the SOL *Non-Writing* tests while they are being conducted in your school.

- ☑ Be actively involved in test administration by carefully supervising the procedures described in this manual, the *Examiner's Manuals*, and/or the *Web-based Testing Test Directions*.

- ☑ Be available to answer questions and resolve problems as they arise.

ONLINE**5.5.1 Monitor online test sessions**

- STC** ☑ You may view the status of each test session for students through the online system. Refer to the PEMSolutions *Virginia Standards of Learning Assessments User's Guide*, for directions on Viewing or Maintaining Existing Sessions.

- ☑ Students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or access to educational materials. If a student does briefly leave the testing site during testing,

be sure to cover the computer monitor in some way (i.e., tape a piece of paper on the monitor) or turn off the monitor to prevent other students from viewing the item on the screen.

- ☑ If students are moved to an alternate testing site to complete their tests, their Student Authorization tickets (test tickets) must be collected by the Examiner or Proctor prior to the move and redistributed only after the students are settled in the new location. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials. Be sure that the alternate computers to be used during testing meet the minimum requirements as stated in the *TestNav Technology Guidelines* available at:

www.pearsonaccess.com/va/support.jsp



IMPORTANT: If students must be moved to an alternate location to complete their tests, their online test must be *Exited* prior to being moved to the new location. Before the student can login (using the same authentic information found on the test ticket) to complete their test, the student's test must be *Resumed* in Test Session Management. (See the *PEMSolutions User's Guide for Virginia Standards of Learning Web based Assessments*).

- STC** ☑ **All online test sessions must be stopped by the end of the school day.** In order to do so, all students must show a "Stopped" (red) status on the Session Details screen. Any students with a "Not Started," "Exited," or "Resume" status must be removed/moved to a make-up or irregularity session before stopping the test session.

5.5.2 Early Warning System

In the event that a student loses connection to the Internet during a test and is unable to transmit the responses to the questions, PEM has developed an early warning detection system to prevent the student from losing those responses. The Session Detail screen contains a Status field that will allow an administrator to view when a student has "Active," "Exited," and "Stopped" a test. However, if a student loses connection to the Internet, TestNav™ cannot communicate with Manage Test Session. Therefore, the student will still appear as "Active" in the Status field.

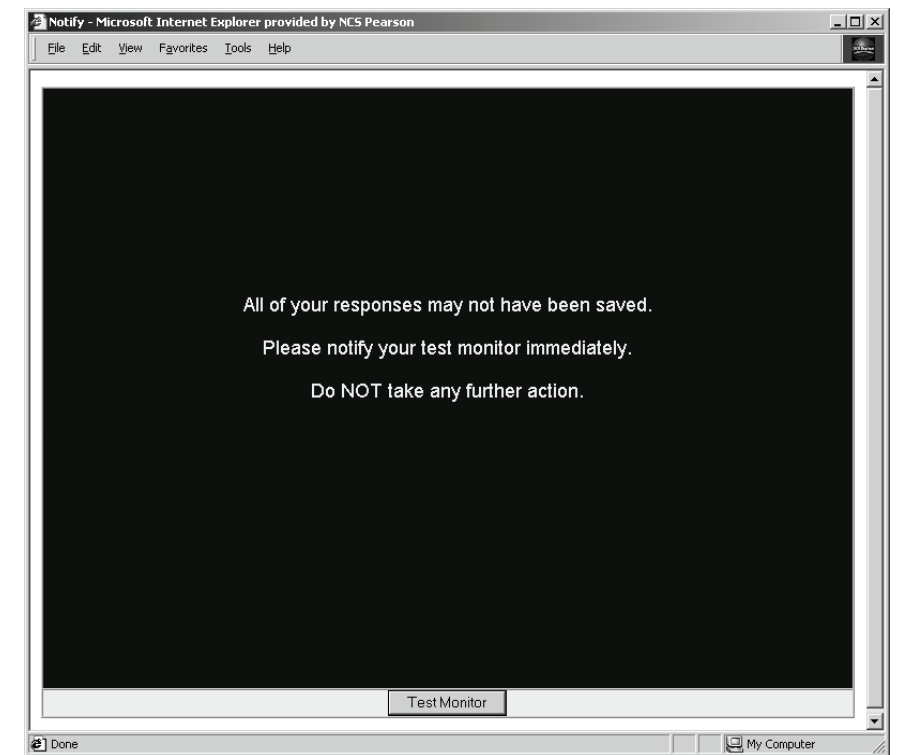
If the workstation has lost connection to the Internet, TestNav™ will notify the student that responses are not being transmitted to the PEM server.

- ☑ The following procedures should be followed if this occurs:
 1. The TestNav™ client reaches a threshold where notification is required.
 2. TestNav™ notifies the student that responses may not be saved.
 3. The student notifies the Examiner as instructed on the screen.
 4. The Examiner clicks on the *Test Monitor* button.
 5. The Examiner then prints or records the student responses.
 6. The Examiner can then determine whether to *Exit TestNav™* and resume the student on another workstation or *Continue Testing* if he/she believes the problem is short lived.
 7. If the Examiner exits TestNav™, then the student will be resumed in Manage Test Session and re-launch TestNav™ on the same or different workstation.
 8. The student would resume testing and re-enter any unsaved responses in TestNav™.



IMPORTANT: The student (not the Examiner) is notified of the failure to transmit. If the student ignores the notification, the responses may be lost.

Early Warning System-First Notification*



*This screen shot is a mock-up. The actual screen may vary slightly.

- ☑ The above screen shot shows the first notification to the student that the system is unable to save the responses. The student must notify the Examiner of this situation. This screen appears in the following circumstances:
1. TestNav™ has tried three consecutive times to transmit a response and was not successful.
 2. TestNav™ client fails to fetch an item file after three consecutive attempts.
 3. TestNav™ has not received a confirmation of a successful or unsuccessful transmission in 180 seconds while the student is testing.
 4. The TestNav™ client has not received a confirmation of a successful or unsuccessful transmission of responses within 30 seconds of the student:
 - a. submitting the test, or
 - b. exiting the test (either intentionally or by a security breach).



IMPORTANT: The default timeouts specified in #3 and #4 can be modified. The default values should not be changed unless you are experiencing repeated transmission difficulties. The Project Manager for the Virginia Web-based SOL Technology Initiative must contact eSOL (esol@doe.virginia.gov) before changing the default values.

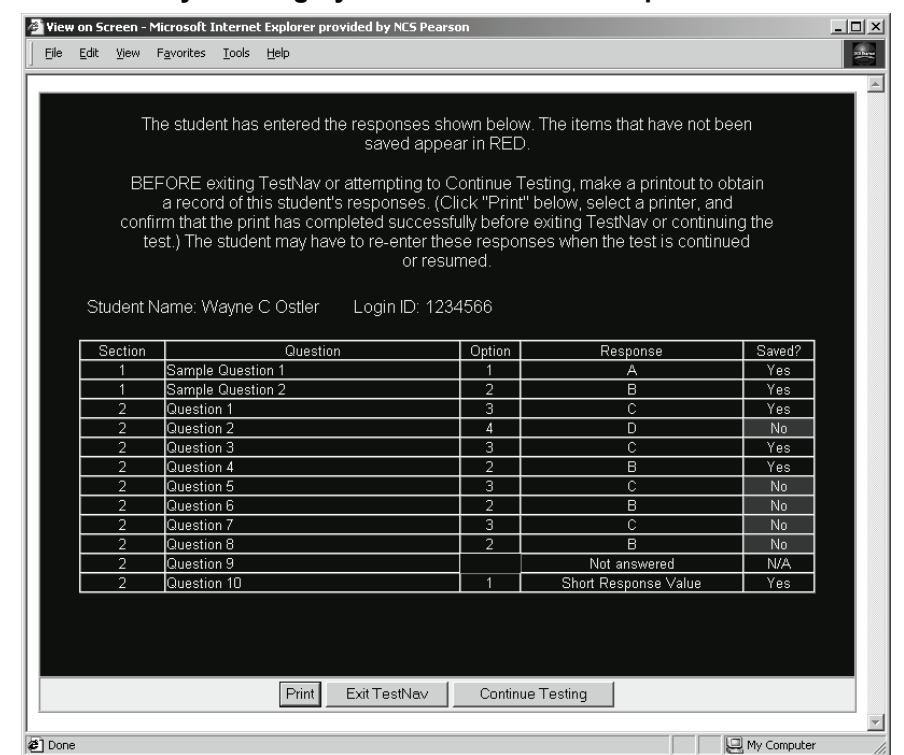
Timeout default settings are changed by modifying the values in the TestNav™ proxysettings.properties file. This file is located in the TestNav™ folder in the directory where TestNav™ is installed. Double click the proxysettings.properties file to open.

The 180-second timeout (#3) can be adjusted by editing the "TestingTimeout=180" default setting.

The 30-second timeout (#4) can be adjusted by editing the "SubmitTimeout=30"

Timeout values must be specified in seconds (minimum of 0 seconds; maximum of 300 seconds). Any setting greater than 300 seconds will default to 300 seconds.

Early Warning System-View Student Responses*



*This screen shot is a mock-up. The actual screen may vary slightly.

- ☑ The table displayed in the screen shot above will show all the current responses the student has made for all questions on the test. It is important to note that the saved column indicates which responses have been transmitted. The responses that have not been saved may not necessarily be in consecutive rows if the student has navigated backwards or with item review to change values. From this screen, the Examiner may choose to print the responses if there is an attached printer. If there is not a printer available, the Examiner must record the response values manually on paper. The Examiner should verify the accuracy of the transcription of answers; VDOE recommends that a second adult confirm the answers along with the student.
- ☑ For more information regarding the Early Warning System, please refer to the TestNav Early Warning System Reference Manual located on the Resource page within PEMSolutions.

5.6 Identify and Resolve Testing Irregularities

A testing irregularity is any occurrence that may inappropriately influence a student's performance.

The *Examiner's Manuals* instruct Examiners to **immediately** report any testing irregularities to their STCs. The DDOT may be called upon to resolve or mediate suspected or reported irregularities. There may be times when the DDOT will need to consult with the Department of Education staff regarding proper resolution of a testing irregularity.

Examples of testing irregularities include but are not limited to:
• A student becomes ill during testing.
• A student is observed cheating during the testing session.
• A teacher or another adult provides improper assistance to a student.
• Testing accommodations specified in a student's IEP, 504 Management Plan, or <i>LEP SOL Participation Plan</i> are not provided.
• A student is provided an accommodation that is not specified in her/his IEP, 504 Management Plan, or <i>LEP SOL Participation Plan</i> .
• An excessive disturbance or disruption occurs during the testing session.
• A network interruption prevents students from accessing the online test.
• A student's test booklet or used answer document is missing.
• Any unused/unassigned test booklet is missing.

- ☒ All testing irregularities must be recorded and reported based on the *Testing Irregularity Web Application System* (TIWAS) and as directed by the DDOT. The User's Guide will provide step-by-step instructions for accessing the TIWAS to report the division's testing irregularities. The User's Guide is located at

www.doe.virginia.gov/VDOE/Assessment/TestIrregularity/

This site also has information for training purposes, including a PowerPoint presentation that provides an overview of the system as well as specific information for accessing the training location.

- ☒ The TIWAS training site can be accessed through the Single Sign-on for Web Application Systems (SSWS) provided by the VDOE. The web address for SSWS is as follows:

<http://t1pe.doe.virginia.gov/ssws>

- ☒ Access to the TIWAS must be given to the DDOT, STC, and any other appropriate personnel by the Account Manager in your division for the SSWS as directed by the DDOT. You may already have access to the SSWS for other applications and will need the Account Manager to add Testing Irregularities as an available application.
- ☒ DDOTs may have the STCs enter irregularities directly into the TIWAS or may have them document incident(s) on the *Test Irregularity Form* in Appendix E. All testing irregularities should be submitted to the DDOT within 24 hours of occurrence.
- ☒ If irregularities are reported to the DDOT on the irregularity form, the DDOT or designee will be responsible for entering them into TIWAS.

5.6.1 Check in test materials at the end of each testing session

The *Examiner's Manuals* instruct Examiners to return test materials to the STC as soon as the test session is completed or to store the materials until the end of the school day in a secure location that is inaccessible to students.

All test materials must be returned to the STC and checked in no later than the end of the school day.

- STC** ☒ Count the test booklets to verify that all test booklets and answer documents have been returned. Note any discrepancy on the *Assembly ID Sheet*.
- Immediately report any missing test booklets to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix E.
- ☒ As the answer documents for Grade 8 are placed in a secure location, consider that they may be needed for the administration of another test.
- ☒ Examiners may be allowed to retain the *Examiner's Manuals* to administer tests for Grade 8 *Reading* or *Mathematics* and EOC subject areas.

- ONLINE** ☒ When Examiners return the test tickets, the STC must count them to verify that all test tickets have been returned. After verification is completed, follow local procedures for the disposition of test tickets.

ONLINE

5.7 Mark Test Complete Guidelines

Every student identified for summer 2007 testing must be accounted for via an online test or a paper answer document. This includes students who were not tested because they:

- were absent during the entire test window
 - refused or were disruptive
 - were involved in a medical emergency and unable to take the test during the entire test window
 - failed the course but passed the test and are retaking the course
- ☒ To account for a student in the online testing system, an online test record may be submitted by clicking the *Mark Test Complete* button and choosing the appropriate value from the Testing Status field on the Student Test Details screen. Refer to the PEMSolutions *Virginia Standards of Learning Assessments User's Guide* for more information on marking a test complete. Students who are retesters or are enrolled in a remediation program do not have to be accounted for if they are not tested.
- ☒ Because absent students are to be afforded an opportunity for make-ups, **do not mark an absent student's test complete until the end of your testing window**. An alternate form cannot be assigned if a student's test has been marked complete. Only the DDOT or STC has authorization to mark a test complete and assign a testing status.
- ☒ Follow established guidelines regarding the *Mark Test Complete* functionality. The guidelines are explained in terms of non-test irregularity and test irregularity situations. In the case of test irregularities, follow the procedures in Section 5.6, Identify and Resolve Testing Irregularities, before marking a test complete. Once a test is in "Stopped" status, an alternate form cannot be assigned.



IMPORTANT: *If a student has already logged in to the test, it is always better to have him/her exit the test if it cannot be completed. Students in an Active, Exited, or Resume status will not be accounted for in the online system. In addition, an alternate form can be assigned for an Active, Exited, or Resume status if needed.*

5.7.1 Non-test irregularity situations

- DDOT** ☒ Address the following situations after the division's testing is complete, including make-up testing.
- If a student is absent during the entire test window, mark the test complete and assign Testing Status "01—Absent."
 - If a student is absent for the entire testing window due to hospitalization or serious illness or becomes ill while testing and is then absent due to illness during the make-up period, mark the test complete and assign Testing Status "04—Medical Emergency." This assumes that the irregularity was previously filed with VDOE, and the student was moved to an Irregularity session.
 - If a student is enrolled in the course due to previously failing the course, but has already passed the corresponding SOL test, mark the test complete and assign Testing Status "09—Student has already passed this test."

5.7.2 Online test irregularity situations

- DDOT** ☒ In the event of a test irregularity, you will receive specific instructions about how to handle the student record. **Before marking a test complete, please wait for a response from VDOE regarding resolution for the irregularity.**

- ☑ When the student is authorized to take the alternate form online, the DDOT will receive specific directions regarding the method in which the alternate form is to be delivered. An alternate form can only be assigned by the DDOT via the online system. Refer to the PEMSolutions *Virginia Standards of Learning Assessments User's Guide* for more information on assigning the alternate form.
- ☑ In general, the following irregularities may require a test to be marked complete.
 - If a student is found to have cheated on an online SOL test either before or after logging into the test, mark the test complete and assign Testing Status “07—Student Cheated.”
 - If a student is found to be disruptive or refuses to take/finish an online SOL test either before or after logging into the test, mark the test complete and assign Testing Status “05—Refusal/Disruptive.”
 - If a student becomes ill after logging in to an online test **on the last day of your test window**, mark the test complete and assign Testing Status “04—Medical Emergency.”

Do not mark the test complete until it is known that the student will not be returning to take an alternate form of the test during the division's test window.

5.7.3 Setting up irregularity sessions for online testing

- DDOT** ☑ Irregularity sessions may be created before online testing begins for each **subject**, not group, (for example, *Algebra I* irregularities) at each school. If a student is unable to complete his/her SOL test after he/she begins, have the student **EXIT** from TestNav™. **Do not have the student click the SUBMIT button; this will submit his/her test for scoring.**
- ☑ Once the student has exited TestNav™, move that student in the online system from that session to the Irregularities session.

The irregularity sessions should **never be started**, nor should Student Authorization tickets ever be generated. Following this procedure will prevent incomplete tests from being scored. Further directions will be given after the *Test Irregularity Form* is submitted to VDOE.

5.8 Make-Up Testing Sessions

Students who are absent or miss a regular test session must be provided with an opportunity to take a make-up test(s).

- DDOT** ☑ Complete make-up sessions according to the division's make-up testing schedule as long as the schedule affords each student an adequate opportunity to take missed tests.

5.8.1 Testing materials for make-up sessions

For make-up sessions of the multiple-choice tests, students will take the same test form taken by other students on the regular testing date(s).

- ☑ To help ensure complete and proper scoring of test results, students who are pursuing a Modified Standard Diploma and taking BOTH of the Grade 8 subject tests (*Reading/Literacy* and *Mathematics/Numeracy*) for certification should use only ONE answer document.
- ☑ Students who are taking an online Grade 8 *Reading* or *Mathematics* test(s) instead of a paper/pencil test should leave Field F, Form number blank for that subject, but complete Field H, Testing Status, Code “8” for the subject area test taken online.

5.8.2 STC conducts make-up sessions

- STC** ☑ All students who are absent or miss a regular test session (paper/pencil or online) must be provided with an opportunity to take, on a make-up basis, the test(s) they missed.

- ☑ Verify the local testing window for make-up testing sessions with the DDOT.
- ☑ All make-up sessions must be completed in time to submit materials to meet the local deadlines set by the DDOT.
- ☑ Schedule make-up sessions as necessary and secure appropriate numbers of Examiners and Proctors for these sessions.
- ☑ Contact the DDOT if additional testing materials are needed for make-up testing sessions.
- ☑ After make-up sessions have been completed, bundle the answer document of each student who has taken a make-up test with the answer documents used by students in her/his regular classroom.

5.8.3 Online make-up sessions

- ONLINE** ☑ For make-up sessions, students will take the same test form taken by other students on the regular testing date(s). Please refer to your PEMSolutions *Virginia Standards of Learning Assessments User's Guide* for instructions.
- ☑ Students who are absent on the day of testing must be removed/moved from the testing session before that session can be stopped.

5.9 Expedited Retake Sessions

School divisions should administer expedited retakes in the Summer 2007 *Non-Writing* Administration to students as follows:

- ☑ The DDOT or STC should schedule expedited retakes test sessions for EOC tests or Grade 8 Literacy and/or Numeracy tests (for students pursuing a Modified Standard Diploma only) within three weeks of receiving the scores, but NO LATER THAN September 28, 2007.

5.9.1 Ordering materials for Expedited Retakes

- ☑ If you have students who will be taking SOL Grade 8 *Reading* and/or *Mathematics* tests for verification of numeracy and literacy requirements (Modified Standard Diploma) and/or EOC tests under the Expedited Retake policy, be sure to order any materials you might need via PEMSolutions.

5.9.2 Creating online sessions for Expedited Retakes

- ☑ Test sessions may be scheduled and created in advance; however, they should not be started until the morning of testing. While you are not bound by the scheduling information entered when creating a test session, it is recommended that the day and time be as accurate as possible. This allows the VDOE to more quickly locate the session should questions arise. The test session information including session name, date, time, and duration may be changed/updated up until the session is started.

Be sure to create an *Irregularity* session for each subject administered. (Refer to Section 5.7.3, Setting up Irregularity Sessions for Online Testing)

- ☑ ALL students (those who originally tested online or with paper/pencil) who meet the Expedited Retake criteria are eligible for taking the retakes online. PEMSolutions will automatically select the correct form for the student to take. When the session is created, the Expedited Retake form must be selected.

If you have any questions about which forms should be administered, contact the Division of Assessment and Reporting.

- ☑ Follow normal procedures to create your test sessions. (Refer to PEMSolutions *User Guide for Virginia Standards of Learning Web-based Assessments* for instructions on creating test

sessions.) When creating test sessions, it is recommended that you include the words “Expedited Retake” in the test session name (i.e., Block 1 Expedited Retake).

- ☑ If a student is retaking an SOL Web-based Assessment for verified credit or to certify literacy or numeracy for the Modified Standard Diploma, the Retest field must be completed.
- ☑ Students who are taking an SOL Web-based Assessment for the **first** time should **not** have the Retest field completed.
- ☑ Before online expedited retakes testing begins, complete the following:
The DDOT reinstates the “GET AUTHORIZATIONS – SEAL CODES” roles within PEMSolutions to STCs.
- ☑ After online expedited retakes testing ends, complete the following:
The DDOT removes the “GET AUTHORIZATIONS – SEAL CODES” roles within PEMSolutions from STCs.
- ☑ The DDOT or STC finalizes student demographics and test specific information for expedited retakes. Be sure that the RETEST value is selected on the Student Test Details screen for every student who is retaking the test for verified credit or to certify literacy and/or numeracy requirements for the Modified Standard Diploma in the Summer 2007 *Non-Writing* Test Administration.

5.10 AFTER TESTING SESSIONS - Coding of Student Demographic Information

5.10.1 Field H— TESTING STATUS

Field H should be completed only by an Examiner or another designated adult.

After all make-up testing sessions are finished, complete Field H to explain why a student did not take the required SOL test(s). Complete instructions are in the *Examiner’s Manuals*.

Table 7 describes coding options for completing Field H, *Testing Status*.

Table 7. Testing Status Codes

COMPLETE CIRCLE NUMBER:	IF THE STUDENT WAS:
1 = Absent	absent from the regular and make-up testing sessions
4 = Medical Emergency*	unable to take the test due to a medical emergency
5 = Refusal/disruptive	disruptive or refused to take the test
7 = Student Cheated	determined that he/she cheated; at the direction of the DDOT, complete Code 7.
8 = Other (Did Not Attempt)	Complete Code 8 only as directed by DDOT. For example, if the student was administered an online Grade 8 Reading or Mathematics test instead of a paper/pencil test, on the grade 8 battery answer complete Code 8 for the test taken online.
9 = Student has already passed this test	Retaking the class/course, but he/she has previously passed this test; at the direction of the DDOT, complete Code 9.
10 = Other	Complete Code 10 only as directed by the DDOT.
11 = Other	Complete Code 11 only as directed by the DDOT.

* Medical Emergency—Students categorized as having a Medical Emergency are those who are absent for the entire testing window due to hospitalization or serious illness as well as those who

become ill while testing and who are then absent due to illness during the make-up period. Significant medical emergencies must be documented by a medical doctor.

Refer to the *Student Data Upload File Requirement*, available at

www.doe.virginia.gov/VDOE/Assessment/home.shtml

5.10.2 Coding of students not tested

- ☑ You may complete “Testing Status” codes for students not testing in PEMSolutions on the Student Test Details screens or an answer document may be completed for every student who is identified to be tested in the paper/pencil for Summer 2007 *Non-Writing Test* Administration as described in Section 4.4. This includes students who were not tested because they were absent, refused to take the test, were disruptive, or were involved in a medical emergency. For each student not tested, demographic information must be completed as well as the reason of why the student was not tested.
- ☑ Because absent students are to be afforded an opportunity for make-ups, do not complete this information until after all make-up testing is finished. Decide if the Examiners, or other adults, will complete the identifying information on answer documents for students who are not tested, including Field H, Testing Status, to indicate the reason that the student did not take a test.

Completing “Testing Status”

NOTE: Testing Status is completed to explain why students did not take the required SOL test. See Table 7 for the specific codes.

Sample: Grade 8

If the student missed the Reading test, select ONLY ONE of the first three codes (1, 4, or 5).

If the student missed the Mathematics test, select ONLY ONE of the first three codes (1, 4, or 5).

Reading
Math

H TESTING STATUS Select Only One For Each Subject as Needed										
1	4	5	7	8	9	10	11			
1	4	5	7	8	9	10	11			

Do not complete Circles 7–11 unless instructed to do so by your STC/DDOT.

5.10.3 Field I—SPECIAL TEST ACCOMMODATIONS

Field I should be completed only by an Examiner or another designated adult.



IMPORTANT: The STC should work with appropriate local staff to determine which students need to be provided with testing accommodations as specified by their IEPs, 504 management plans or LEP SOL Participation Plans. Should the STC have any questions about the testing accommodation(s) of a particular student, contact the DDOT.

Field I must be completed for students who receive testing accommodations as specified in their IEPs or 504 management plans, or on their *LEP SOL Participation Plans*. All special test accommodation codes that apply to a student must be completed; **accuracy is critical**.

Make sure that Examiners are aware that Field I shows **only** the codes for allowable accommodations. Appendix D lists the specific testing accommodations that correspond to the codes shown on the answer document in Field I for the content area tests.

Read-Aloud and Audio Accommodations for Reading Test

Only students with visual impairments and those with specific disabilities that severely limit or prevent them from decoding text at any level of difficulty as determined by a diagnostic tool are allowed to have a read aloud or audio accommodation on the SOL reading test as a **standard** accommodation.

Coding Standard Read-Aloud Accommodation

In Field I, complete Code 14 – *Reading Test Only* to indicate that a student was provided the read-aloud standard accommodation on the *Reading* test (Grade 8 and EOC).

Coding Standard Audio Accommodation

In Field I, complete Code 15 – *Audio-Reading Test Only* to indicate that a student was provided an audio standard accommodation on the *Reading* test (Grade 8 and EOC).

For the summer 2007 test administration, students with disabilities who do not meet the criteria above may use the read-aloud/audio accommodation on the reading tests as a **nonstandard** accommodation. For the calculation of AYP (Annual Yearly Progress) for the 2007-2008 school year based on assessments administered in 2006-2007, students who are provided the nonstandard read-aloud or audio accommodation and pass the reading test will be counted as non-participants in AYP calculations. The student's score will be ignored in the pass rate calculation for AYP. A student's passing score will count for all other purposes including accreditation and verified credit or to certify literacy for the Modified Standard Diploma requirement. Coding the test records or answer documents of students who are provided these nonstandard accommodations is as follows:

Coding Nonstandard Read-Aloud Accommodation

In Field I, complete Code 14 – *Reading Test Only* **AND** Code B – *Other-nonstandard* to indicate that a student with an IEP or 504 Plan was provided a read-aloud nonstandard accommodation on the *Reading* test (Grade 8 and EOC).

Coding Nonstandard Audio Accommodation

In Field I, complete Code 15 – *Audio-Reading Test Only* **AND** Code B – *Other-nonstandard* to indicate that a student with an IEP or 504 Plan was provided an audio nonstandard accommodation on the *Reading* test (Grade 8 and EOC).

Plain English Mathematics Test

Circle A—Plain English Mathematics must be completed for students who are taking the *Plain English Mathematics* test instead of the regular Grade 8 *Mathematics* test or the Algebra I test. The *Plain English Mathematics* test is available to LEP students who are classified as level 1 or level 2 of English language proficiency, all LEP students regardless of their English language proficiency level during their first year of enrollment in a U.S. school, and students with disabilities based on their IEPs or 504 management plans.

For additional *Special Test Accommodations Codes*, refer to Appendix D.

Refer to the following diagrams to properly complete Field I, Special Test Accommodations.

School personnel must resolve any issues or uncertainties regarding a student's special accommodations **before** answer documents are submitted for scoring.

Sample for Grade 8 *Reading and Mathematics*

Complete only if directed to do so by your STC.

	1 SPECIAL TEST ACCOMMODATIONS																											
Reading	1	2	3	4	5	6	7	8	9		13	14	15	16	17	18		20	21	22	23		27		A	B		
Math	1	2	3	4	5	6	7	8	9	10	11	12	13		17	18	19	20	21	22	23		27	28	A	B		

Regarding Students with Disabilities:

The circle in the shaded box above (Circle 17) is not applicable for a student with disabilities, unless the student is ALSO identified as LEP. If the student is identified as having a disability but not as LEP, DO NOT COMPLETE.

	1 SPECIAL TEST ACCOMMODATIONS																											
Reading	1	2	3	4	5	6	7	8	9		13	14	15	16	17	18		20	21	22	23		27		A	B		
Math	1	2	3	4	5	6	7	8	9	10	11	12	13		17	18	19	20	21	22	23		27	28	A	B		

Regarding LEP students:

Circles in the shaded boxes above are not applicable for an LEP student unless the student is ALSO identified as having a disability. If the student is identified as LEP but does not have a disability, DO NOT COMPLETE.

For more detailed information about the administration of special test accommodations, refer to the *Examiner's Manuals* or the *2006–2007 SOL Assessments Resource Manual* located at

www.doe.virginia.gov/VDOE/Assessment/home.shtml

6. SPECIFIC DUTIES OF THE STC: AFTER TESTING

After testing is completed, the STC's responsibilities include accounting for, ensuring the accuracy of, and the transmittal of test materials, and if applicable, supervision of the transcription of student responses. Examiners are instructed to complete the *Header Sheet* as directed to do so by the STC. A sample of the *Header Sheet* is in Appendix F. Only one *Header Sheet* per school will be used for organizing the paper-banded bundles of answer documents. For schools within the division use the headers pre-printed with the division's name and code. However, answer documents for students testing in the summer from schools outside their division should be bundled separately using the blank header sheet(s). The division and the school name and codes should be completed on the header sheet. After receiving the bundles of answer documents, the STC has the responsibility of verifying and packaging student answer documents, verifying that the *Header Sheet* is coded properly and completing the "Header Verification Contact" information. At the close of the last testing session, Examiners will return test booklets.

6.1 Inspecting Student Data

Make sure that all student demographic data (on Student Registration Details screens) and test specific data (on Student Test Details screens) have been inspected.

- ☒ Perform spot checks of student records to ensure that all appropriate identification information has been provided.
- ☒ After all make-up testing is completed, ensure that any student currently enrolled in a course requiring an SOL test is accounted for in the online system or on a paper/pencil answer document.

ONLINE ☒ Verify that all applicable information in Student Data and Student Test Details has been entered for each student who has completed an online SOL test and/or paper/pencil test.

6.2 Receive All Testing Materials from Examiners

GROUP 1: Student Answer Documents

- ☒ After the non-writing tests have been completed, designate an adult or each Examiner to:
 - Inspect the students' answer documents.
 - Verify and complete the preprinted division-level and/or blank *Header Sheets* (as directed by the STC).
 - Place the *Header Sheet* on top of the answer documents and bundle with the paper bands provided.
 - Return bundles of answer documents to the STC.
- ☒ Bundle all answer documents together for Regular, Special Test Forms (Braille, large-print, and regular-audio), irregularities that require retesting, and answer documents for all students NOT tested in a classroom.
- ☒ Review each bundle of answer documents submitted by each Examiner as described in Section 6.5.1.
- ☒ Do not include damaged answer documents in the bundles of documents that are to be scored. No loose paper should be with the scorable answer documents. Only responses completed on the answer documents will be scored.

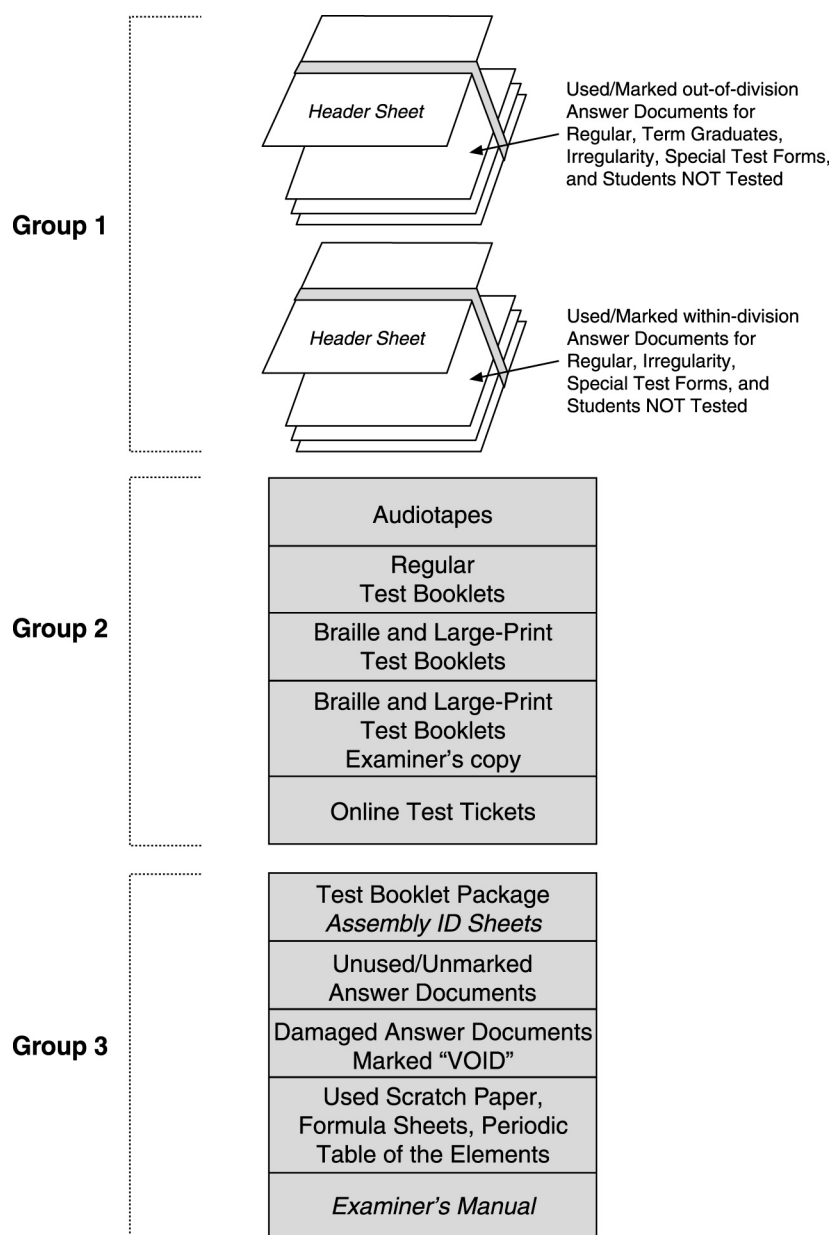
GROUP 2: Test Booklets

- ☒ After the multiple-choice test has been completed, each Examiner will:
 - Check in testing materials to the STC.
 - Count the test booklets and initial the *Assembly ID Sheet* to verify that all test booklets have been returned.
 - Return a completed package *Assembly ID Sheet* for each package of test booklets that has been opened.
- ☒ Photocopy any *Assembly ID Sheet* that notes a discrepancy. Provide a copy to the DDOT and maintain a copy for the school's file.

- ☑ Immediately report any missing test booklets to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix E.

GROUP 3: Non-Secure Test Materials

- ☑ After the testing sessions, Examiners are to return all non-secure materials to the STC.
- ☑ Verify that Examiners returned three groups of materials as shown in the following diagram.



6.3 Check Materials Received from Examiners

6.3.1 Inspect paper-banded groups of answer documents

Each bundle of answer documents should be wrapped with a paper band.

PAPER BAND EXAMPLE	
School	<div style="border-bottom: 1px solid black; display: inline-block; width: 80%;">Oaktown High School</div>
Level	<div style="border-bottom: 1px solid black; display: inline-block; width: 80%;">EOC—Geometry</div>
	<div style="border-bottom: 1px solid black; display: inline-block; width: 80%;">_____ of _____</div>

The information requested on the paper band is optional. Score reports will not be delayed if any information on a paper band is omitted.

Examiners have been instructed to leave “__ of __” blank.

- ☒ In packaging, do not bind answer documents with clips or rubber bands; they will damage answer document edges.

6.3.2 Verify information on *Header Sheets*

The *Header Sheet* must be completed and bundled with (1) Regular Test Forms, (2) Special Test Forms (Braille, large-print, regular-audio), (3) alternate forms used for irregularities that require retesting, (4) answer documents for Term Graduate testers, and (5) expedited retakes.

The *Header Sheet* is a scannable (pre-printed or blank) document. **Photocopies are not acceptable for Scoring Center use.** The *Header Sheet* will be used by the Scoring Center to identify the source and expected quantity of the used answer documents returned. It is important that all the necessary information is pre-printed and/or handwritten on the *Header Sheet*.

- ☒ Review the *Header Sheets* as follows:

- A computer-generated pre-printed or blank *Header Sheet* received from PEM must be used for every paper-banded bundle. If any photocopied *Header Sheets* are found, they must be replaced. If a *Header Sheet* is missing, one must be completed for the bundled group.

Header Sheets used with answer documents **within** the division are pre-printed with the division’s name and the circles are pre-coded. The school’s name and the school’s code columns are blank and must be handwritten.

Header Sheets used with answer documents **outside** of the division are blank. The division name and code and the school name and code must be handwritten.

Answer documents for students testing in the summer from schools outside their division should be bundled separately with their own *Header Sheet*. The STC is responsible for ensuring that *Header Sheets* are completed accurately by the Examiners or designee. A sample *Header Sheet* is in Appendix F.

- All used/marked answer documents should be bundled as described in Section 6.5 of the *Examiner’s Manuals*.
- All information printed and coded and handwritten on each *Header Sheet* must be complete and accurate. See the *Examiner’s Manuals* for complete instructions.
- Verify that the division-level information pre-coded by PEM (DIVISION CODE) is correct and all handwritten information is accurate. **If these fields are left blank or**

incorrect, they will require resolution with the DDOT and may cause delays in the reporting of SOL test results within and/or outside the division.

- If the LEVEL field is blank, complete the appropriate circle for the test administered.
- In the NUMBER OF DOCUMENTS field, verify that an accurate count of scorable answer documents is printed and properly coded on each *Header Sheet*. Numbers are to be right justified. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 answer documents would be printed and coded as “0032.” The total count of scorable answer documents must include documents for all students, both tested and (if applicable) non-tested. **To avoid unnecessary delays in report processing**, the submitted count of answer documents entered in the NUMBER OF DOCUMENTS field must be accurate.
- Verify that the Header Verification Contact information has been completed. If not, print the name, phone number and the date completed according to local instructions. The STC or DDOT must complete this section. If issues arise during processing of answer documents, the person listed will be contacted by PEM to assist in resolution of the issue.



IMPORTANT: All fields preprinted by PEM and handwritten on the Header Sheets must be accurate. If these fields are left blank or incorrect, they will require that PEM contact the DDOT or designee for resolution and may cause delays in reporting the SOL Non-Writing tests results within and/or outside the division.

6.3.3 Inspect answer documents

- ☑ Make sure that all Examiners have inspected students' answer documents.
- ☑ Perform spot checks to ensure that all answer documents are undamaged, complete, and contain all appropriate student identification information. Careful inspection of the students' answer documents will help prevent scoring delays.
- ☑ Make sure that a form number is entered on each student's answer document. Failure to indicate a form number will result in scoring delays.
 - Inspect answer documents for improper marks. All marks to be read by the scanners must be very dark. Marks made with ballpoint pen, felt-tipped pen, hard-lead or colored pencils will not be scanned. **DO NOT ALTER THE STUDENTS' RESPONSES IN ANY WAY.**
 - In the multiple-choice answer sections, stray marks must be completely erased. Scanning machines are extremely sensitive and can sometimes pick up stray marks and erasures as intended responses. When a student has made a change, make sure that the unwanted response is completely erased, **but DO NOT ALTER THE STUDENTS' RESPONSES IN ANY WAY.**
 - Remove any extraneous materials or loose sheets of paper from the answer document.
 - Loose papers will not be scored.
 - Ensure that the demographic sections are coded as described in Sections 4.18 and 5.10.

6.4 Recording and/or Transcription of Student Responses

- ☑ In the case of a damaged answer document, instruct Examiners or designated adults to transcribe the student's answers and demographic information onto a new answer document; have a second school official verify the transcription and ensure that no errors occurred; write the word “VOID” on the demographic page of the original answer document; and return it to you. **NOTE: The students' responses must not be altered in any way.**

The accommodation for transcribing students' test responses onto an answer document is **only** available for students as stated in their IEPs, 504 management plans, or *LEP SOL Participation Plans*. Make sure the Examiner understands that the Special Test Forms of the SOL *Non-Writing* tests require that the student's responses to multiple-choice questions be recorded on or transcribed to the appropriate SOL answer document.

The *Examiner's Manuals* instruct the Examiners to obtain prior approval from the STC to conduct a transcription of the student's responses. Detailed information about procedures for transcription is in the *Examiner's Manuals* and the *2006–2007 SOL Assessments Resource Manual* located at

www.doe.virginia.gov/VDOE/Assessment/home.shtml

- ☒ After testing has concluded, check to make sure that the student's multiple-choice answers have been recorded on a regular SOL *Non-Writing* test answer document. If the student has recorded her/his answers elsewhere, such as in the test booklet or on a separate sheet of paper and the answers have not been transcribed, have another adult perform this transcription immediately. Ensure that the student's responses are not altered in any way.
- ☒ Have the transcription verified by a second adult.
- ☒ Follow your DDOT's instructions for returning these materials.



IMPORTANT: Regardless of the method the student used to record responses, the original response must be kept on file by the DDOT until scores have been received from PEM and verified. Examples of the kinds of original responses that must be transcribed to a regular answer document and then filed by the DDOT include the following:

- student indicated answers in the test booklet
- student recorded her/his answers using a Braillewriter
- student recorded her/his answers using a typewriter, word processor, or augmentative communication device. For a student who uses a word processor, the Examiner must print a paper copy of the response and save the response to a disk or CD. The response must not be left in the memory of a word processor. The paper copy of the response should be used for transcription and then kept on file by the DDOT with the electronic media.
- student indicated her/his answers verbally during an audiotaped administration
- student recorded her/his answers on a photocopied enlargement of the answer document

6.5 Prepare and Transmit—Scorable Test Materials

The following sections describe preparation of all scorable and non-scorable test materials for delivery to the DDOT after testing.

- ☒ After all scorable answer documents have been inspected, counted, and organized, assemble and return them to the DDOT.
- ☒ Do not pack voided answer documents with scorable materials.

6.5.1 Pack the bundles of answer documents

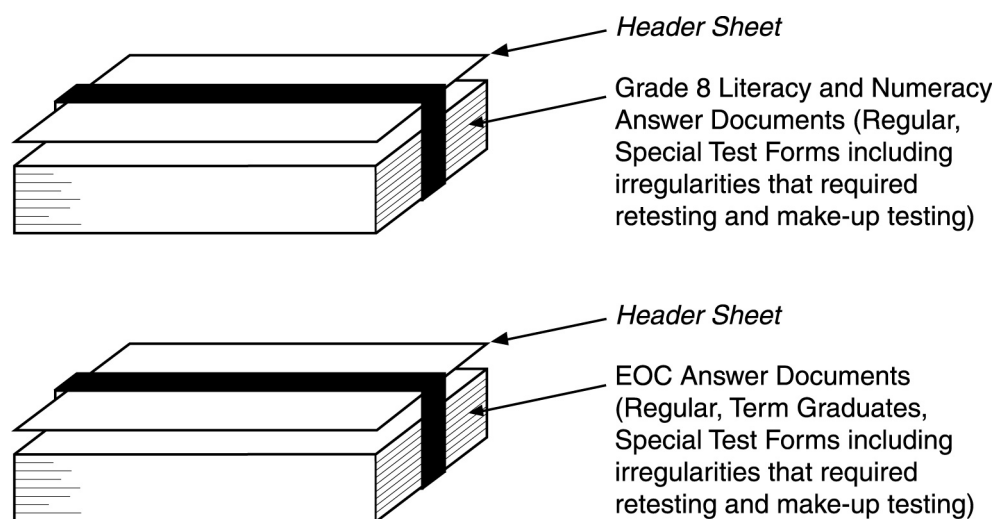
NOTE: Place bundles of answer documents from all home schools (within and outside of the division) on top of the stack.

- ☒ Apply the following four steps for packing the bundles of answer documents:
 - ☐ Number the bundles sequentially in the spaces marked “___ of ___” on the paper bands: for example, “1 of 2” and “2 of 2.” Make sure that answer documents are not bound with staples, clips, or rubber bands, which will damage the edges of the scannable documents.
 - ☐ Package answer documents in the **new** boxes provided in the school's non-secure materials shipment.
 - ☐ Cartons may be closed, but seal them only in such a manner that will allow the DDOT to open them easily upon receipt.

- ☐ Return all cartons to the DDOT as directed in your local schedule. You may be asked to return Grade 8 and EOC cartons at different times.

PACKING DIAGRAM

This example illustrates packing for a school in which Grade 8 Literacy and Numeracy and EOC tests have been administered.



6.6 Prepare and Transmit—Non-Scorable Test Materials

- ☒ Use the following steps to assemble and return non-scorable test materials to your DDOT.
 - ☐ Count all test booklets and compare to the *School Packing List/Transmittal Form* (located in the first box of the school's secure cartons) (Sample in Appendix B).
 - ☐ If a discrepancy has occurred, complete the *Assembly ID Sheet* to indicate a discrepancy.
 - ☐ After all Special Test Forms administrations are complete, the Examiner must return to you all copies of the Braille and/or large-print booklets including examiner's copies, and regular forms with accompanying audiotapes.
 - ☐ Verify the number of Special Test Forms Kits returned with the *School Packing List/Transmittal Form*.
 - ☐ If you have students who had an accommodation for recording the answers in their test booklets, these test booklets should be bundled separately with a note to the DDOT to this effect. Place these test booklets on top of the others you are returning to the DDOT.
 - ☐ For security purposes, do **not** pack used/unused answer documents, unused Pre-ID labels, manuals, or other materials in any carton that contains secure test booklets.
 - ☐ Photocopy the completed *School Packing List/Transmittal Form*. Attach any *Assembly ID Sheets* with discrepancies noted. Return these with the originals to your DDOT.

6.7 Dispose of Other Test Materials

- ☒ Follow your DDOT's instructions regarding the disposition of the following non-secure materials:
 - *Test Implementation Manual*
 - all *Examiner's Manuals*
 - *Web-based Test Directions*
 - unused answer documents
 - calculators, rulers, compasses, protractors/angle rulers
 - unused formula sheets and
 - unused Periodic Tables of the Elements

- ☑ Follow your DDOT's instructions regarding the disposition of the following secure materials:
 - Test tickets
 - used scratch paper
 - used formula sheets
 - used Periodic Tables of the Elements
 - unused Pre-ID labels
 - damaged answer documents marked "VOID"
- ☑ See Table 8, *STC Disposition of Test Materials*, in this manual for instructions on the proper disposition of all testing materials.

6.8 Prepare and Transmit SOL Affidavits and Forms

- ☑ After each Examiner or Proctor has returned all secure materials including test booklets and packages' *Assembly ID Sheets*, forward these forms to your DDOT. The DDOT will keep the following documents on file until the division's verification report of secure materials has been received from PEM and reconciled:
 - Copy of the *School Packing List/Transmittal Form*
 - Completed test booklet package *Assembly ID Sheets*
 - ***Signed School Division Personnel Test Security Agreement (Including Examiners/Proctors) Forms***
- ☑ After all test materials have been returned to your DDOT, complete the *School Affidavit* in Appendix A; sign and date it, and have the building principal sign and date it. This form must be returned to the DDOT by the date specified in your local instructions.

Table 8. STC Disposition of Test Materials

Scorable test materials		Required signatures	Disposition
Non-scorable, secure test materials	<ul style="list-style-type: none"> Completed answer documents <i>Header Sheet</i> 	None	Packed in new cartons and returned to the DDOT per local instructions.
	<ul style="list-style-type: none"> Test booklets Braille and large-print test booklets and audiotapes Braille and large-print test booklets Examiner's copies 	None	Packed in new cartons and returned to the DDOT per local instructions.
	<ul style="list-style-type: none"> Test tickets Unused Pre-ID labels <i>Mathematics</i> Formula Sheets and Periodic Tables of the Elements if used damaged answer documents marked "VOID" Student's used scratch paper 	None	Destroyed according to local instructions.
	<ul style="list-style-type: none"> <i>Test Irregularity Form (if used)</i> 	STC	Submitted to DDOT within 24 hours of occurrence.
Required forms	<ul style="list-style-type: none"> <i>School Packing List/Transmittal Form</i> (with completed, attached test booklet <i>Assembly ID Sheets</i>) 	Examiners/STC	Returned to the DDOT per local instructions.
	<ul style="list-style-type: none"> <i>School Division Personnel Test Security Agreements (Including Examiners/Proctors)</i> 	Examiners/Proctors	
	<ul style="list-style-type: none"> <i>School Affidavit</i> 	STC/Building Principal	
Non-scorable, non-secure test materials	<ul style="list-style-type: none"> Unused paper bands Unused <i>Header Sheets</i> <i>Examiners' Manuals</i> and <i>Test Implementation Manual</i> <i>Web-based Test Directions Manual</i> 	N/A	Destroyed per local instructions.
	<ul style="list-style-type: none"> Calculators, compasses, protractors, angle rulers, and metric/standard rulers 	N/A	Stored according to DDOT directions

7. SPECIFIC DUTIES OF THE DDOT: AFTER TESTING

The DDOT is responsible for the receipt of all secure test materials from each school and shipment of these materials to PEM in accordance with published deadlines.

After all testing sessions have been completed in all schools, the DDOT's primary responsibilities will be to:

- ☑ organize all schools' answer documents (within and outside of the division) for return to the PEM in Iowa City, Iowa
- ☑ account for and return **all copies** of the secure test booklets to PEM
- ☑ dispose of the remaining secure (i.e., online test tickets, unused Pre-ID labels) and non-secure test materials

7.1 Receive Scorable Answer Documents

- ☑ STCs are to transmit their scorable answer documents to you as soon as possible after all test sessions, including all make-up sessions. Each school's bundle(s) of answer documents should include a *Header Sheet*.
- ☑ Using the **new** shipping boxes provided in the school's non-secure materials shipment, the STCs have been instructed to bundle answer documents separately for other schools within and out of division with their own *Header Sheet*. See Section 6.5, Prepare and Transmit Scorable Test Materials. The STC has been instructed to:
 - Package the bundles of answer documents for the school(s).
 - Place bundles of answer documents from all other schools (within and outside of the division) on top of the stack.
 - Close all shipping cartons in such a manner that will allow you to re-open them easily upon receipt.
- ☑ Upon receipt of the scorable answer documents from each school, **separate them from any non-scorable materials that are not to be shipped to PEM**, such as test booklets, loose papers, manuals, and affidavits. **Any loose papers in answer documents will not be scored.**
- ☑ Ship scorable answer documents to PEM in Iowa City, Iowa **as soon as possible after all testing in the division is completed, but no later than the last day of the divisions testing window**. Make sure that STCs know the schedule you have set for receipt of Grade 8 and/or EOC scorable materials that will allow the shipment(s) to take place as scheduled.

7.2 Verify Scorable Answer Documents from Schools

- ☑ Working with one school's materials at a time, separate the answer document bundles by level.

7.2.1 Paper-banded groups of answer documents

- ☑ Verify that every paper band displays the corresponding school name and level/test.
NOTE: The information requested on the paper band is optional. Score reports will not be delayed if any information on the paper band is omitted.

Optional: If there is more than one bundle per level, the paper bands are to be sequentially numbered (i.e., "1 of X," "2 of X," and so on).

7.2.2 Header Sheets

The *Header Sheet* must be completed and bundled with (1) Regular Test Forms, (2) Special Test Forms (Braille, large-print, regular-audio), (3) alternate forms used for irregularities that require retesting, (4) answer documents for Term Graduate testers, and (5) expedited retakes.

Answer documents for students testing in the summer from schools outside their division should be bundled separately with their own *Header Sheet*. The STC is responsible for ensuring that *Header Sheets* are completed accurately by the Examiners or designee. A sample *Header Sheet* is in Appendix F.

☑ Review the *Header Sheets* as follows:

- A computer-generated pre-printed or blank *Header Sheet* received from PEM must be used for every paper-banded bundle. If any photocopied *Header Sheets* are found, they must be replaced. If a *Header Sheet* is missing, one must be completed for the bundled group.

Header Sheets used with answer documents **within** the division are pre-printed with the division's name and code. The school name and the school code columns are blank and must be handwritten.

As usual, *Header Sheets* used with answer documents for "special situation schools" or "quad 8888 schools" will be pre-printed and pre-coded with the division's name and code, and the school's name and code (8888).

Header Sheets used with answer documents **outside** of the division are blank. The division name and code and the school name and code must be handwritten.

- All used/marked answer documents should be bundled as described in Section 6.5 of the *Examiner's Manuals*.
- Verify that all information, pre-printed/pre-coded (DIVISION CODE) and handwritten, on each *Header Sheet* is complete and accurate. ***If these fields are left blank or incorrect, they will require resolution with the DDOT and may cause delays in the reporting of SOL test results within and/or outside the division.*** See the *Examiner's Manuals* for complete instructions. A sample *Header Sheet* is in Appendix F.
- If the LEVEL field is blank, complete the appropriate circle for the test administered.
- In the NUMBER OF DOCUMENTS field, verify that an accurate count of scorable answer documents is written and properly coded on each *Header Sheet*. Numbers are to be right justified. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 answer documents would be printed and coded as "0032." The total count of scorable answer documents must include documents for all students, both tested and (if applicable) non-tested. **To avoid unnecessary delays in report processing**, the submitted count of answer documents entered in the NUMBER OF DOCUMENTS field must be accurate.
- Verify that the Header Verification Contact information has been completed. If not, print the name, phone number and the date completed according to local instructions. The name of the STC or DDOT or designee must be provided in this section. If issues arise during processing of answer documents, the person listed will be contacted by PEM to assist in resolution of the issue.



IMPORTANT: All fields preprinted by PEM and handwritten on the *Header Sheets* must be accurate. If these fields are left blank or incorrect, they will require that PEM contact the DDOT or designee for resolution and may cause delays in reporting the SOL Non-Writing tests results within and/or outside the division.

7.2.3 Quad 8888 *Header Sheets*

In some cases you may need to test "outplaced" students (those students who have been placed in a facility outside your division for instruction). These students are not carried in the files of any school, but your division is responsible for them.

- ☑ If you have a need to test “outplaced” students, additional *Header Sheets* were included in the division’s non-secure overage shipment that can be used. If you need additional Quad 8888 *Header Sheets*, they can be ordered via PEMSolutions.

7.3 Check for Proper Orientation of Scannable Documents

- ☑ Ensure that the completed *Header Sheet* and the answer documents are in the proper position. The lower left corner of each answer document has been cut at an angle. The *Header Sheet* is printed with one corner shaded. All answer documents should be stacked with the corner cuts lined up.
- ☑ If not aligned, pull the sheet(s) that is not positioned properly from the stack, turn it so that the corner-cut is aligned with the other answer documents, and return it to the stack.



IMPORTANT: Improper orientation of the scannable documents could result in damage during the scanning process and delay reporting of SOL Non-Writing test results.

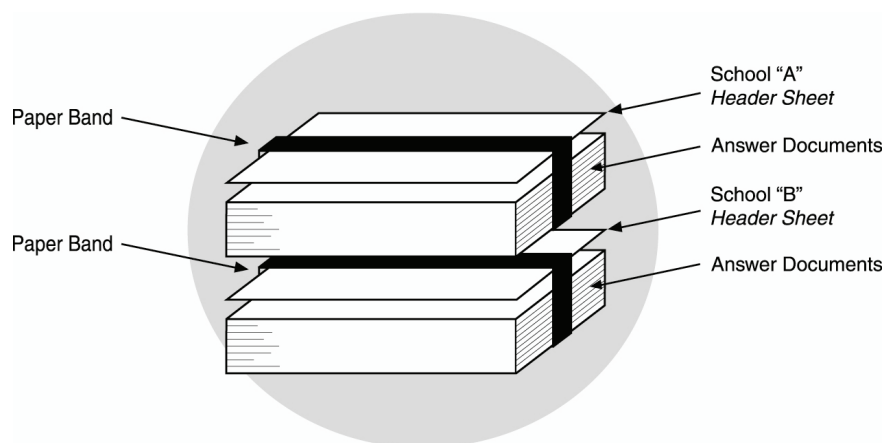
7.4 Pack Scorable Answer Documents

7.4.1 Proper sequence for packing scorable materials

- ☑ Do not intermix materials from different schools or different levels under the same *Header Sheet*. They must remain in proper sequence. Cartons may be filled by putting more than one school’s materials (within or outside of the division) into a single carton as long as the materials remain in proper sequence.

PACKING DIAGRAM

The following illustration is an example of the proper packing of scorable materials.



Follow directions above for additional schools within or outside the division.

- ☑ When packing the cartons, please refer to the following:
 - A 12 inch box can hold approximately 1,800 sheets of paper
 - A 6 inch box can hold approximately 900 sheets of paper
 - A 3 inch box can hold approximately 300 sheets of paper

NOTE: The grade 8 battery answer document consists of multiple sheets of paper.

7.5 Prepare to Ship Scorable Answer Documents

- ☒ Ship all scorable answer documents at one time **or** you may return Grade 8 and EOC cartons at different times. Remember materials should be returned as soon as possible after testing (including make-up testing) is completed, **but no later than the last day of the division's testing window.**
- ☒ Securely tape all edges of each carton to help ensure that they do not break open in shipment. If any carton is not completely full, fill the empty space with crumpled paper. Do not use plastic or foam "peanuts."
- ☒ Affix a **red** "Virginia SOL Non-Writing Test Scorable Answer Documents" label (shipped to you in the DDOT Scorable Return Materials Kit) to the top of **each** sealed carton.

NOTE: Do not use the **green** labels, which will identify return shipments of non-scorable secure materials, for this shipment.

- ☒ Count the cartons. Then, in the space provided on the label, number the cartons sequentially. This carton will be "1 of X," with remaining cartons numbered "2 of X," "3 of X," and so on.
- ☒ Find the pre-printed FedEx overnight shipping labels or overnight K & K Bill of Lading that were included in your Return Materials Kit.



IMPORTANT: The FedEx and K & K Bill of Lading overnight shipping labels display an Iowa City, Iowa, address and must be used for this shipment of scorable answer documents. Do not ship answer documents using the FedEx or K & K Bill of Lading ground labels, U.S. Mail or any other carrier. Use of the FedEx or K & K Bill of Lading ground labels for this shipment will result in delay of your division's receipt of SOL test results.

- ☒ If using FedEx overnight shipping label, use the following steps to complete and affix one label to each carton.
 - ☐ Verify the pre-printed information on each FedEx overnight shipping label. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed.**
 - ☐ If you need to order additional FedEx shipping labels, call Pearson Support Center to avoid billing of this shipment to your division.
 - ☐ Make sure that the cartons containing scorable answer documents are shipped to the following address:

**Pearson Educational Measurement
2510 North Dodge Street
Iowa City, IA 52245**

- ☐ Remove its backing and affix a completed FedEx overnight shipping label to the **top of each carton.**
- ☒ If using the K & K Bill of Lading overnight shipping label, use the following steps to complete the form. **NOTE:** You will only need to complete one Bill of Lading per shipment.
 - ☐ Verify the pre-printed information on each K & K Bill of Lading overnight shipping label. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed.**
 - ☐ Make sure that the cartons containing scorable answer documents are shipped to the following address:

**Pearson Educational Measurement
2510 North Dodge Street
Iowa City, IA 52245**

- ☐ Keep the completed Bill of Lading form with your shipment. You will give this form to the driver upon delivery pick-up.

7.6 Arrange a Pickup of Scorable Answer Documents

- ☒ If using FedEx to ship the answer documents, use the instructions that follow. Contact FedEx **the day before you expect to have your shipment ready**. You must specify that your shipment is for overnight delivery. Failure to do so may result in a delay of your shipment.



IMPORTANT: For answer document PICKUP, contact FedEx toll-free 24 hours in advance at 1-800-GoFedEx (1-800-463-3339). Use this 800 number only.

PEM now provides Virginia's schools the FedEx Premier Customer Services for Express and Ground shipping. This service assigns a dedicated service representative to its customers. To access these services, please call FedEx at 1-800-463-3339, and then press 9. When prompted, enter a nine-digit return account number, which is determined by the shipment destination. This account number is located on the FedEx return labels. The nine-digit return account number for scorable answer documents is also listed in the cover memorandum included with the DDOT Pre-Pack Materials.

Be sure to tell the FedEx customer service representative that the shipment is to be paid for by PEM ("Receiver" on the shipping label) and that you will be using pre-paid overnight shipping labels.

- ☐ If your building closes before 5 P.M., be sure to instruct FedEx to arrive prior to 3 P.M.

If you need assistance from a FedEx Representative, or if a FedEx driver requests payment for this pickup, call Pearson Support Center.

Before the FEDEX driver arrives, double-check the following:

- Has a **red SOL** label been completed (including the carton number) and affixed **to the top of each carton**?
- Has a **FedEx overnight shipping label** been completed and affixed to each carton?
- Store the sealed cartons in a locked, secure area until the FedEx driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this FedEx pickup, please provide him or her with a copy of this page of instructions.
- Be sure to keep the removable strips pre-printed with the Tracking Numbers. Detach the strip with the Tracking Number for each label and apply it to the *Division Shipment Transmittal Form for FedEx Tracking Labels*. When applying each label, indicate the number of the box to which the label will be applied (Appendix G). This will help to ensure that your shipment can be traced if necessary.

- ☒ If using a K & K Bill of Lading to ship the answer documents, use the instructions that follow.

- ☐ Contact K & K **the day before you expect to have your shipment ready**. You must specify that your shipment is for overnight delivery. Failure to do so may result in a delay of your shipment.



IMPORTANT: For answer document PICKUP, contact K & K toll-free 24 hours in advance at 800-445-7213. Use this 800 number only.

When calling K & K at 800-445-7213, you will be connected with a customer service representative. Be sure to tell the customer service representative that the shipment is to be paid for by PEM and that you will be using pre-paid overnight shipping labels.

- ☐ If your building closes before 5 P.M., be sure to instruct K & K to arrive prior to 3 P.M.

If you need assistance from a K & K Representative, or if a K & K driver requests payment for this pickup, call Pearson Support Center.

Before the K & K driver arrives, double-check the following:

- Has a **red** SOL label been completed (including the carton number) and affixed **to the top of each carton**?
- Has a **K & K Bill of Lading** been completed?
- Store the sealed cartons in a locked, secure area until the K & K driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this K & K pickup, please provide him or her with a copy of this page of instructions.
- Be sure to keep the customer copy of the tracking information. This will help to ensure that your shipment can be traced if necessary.

7.7 Receive and Pack Secure Test Booklets Returned by the STCs

- ☒ Remember the following very important points:

- Test booklets must be shipped **no later than 10 school days after the end of the division's testing window**.
- Use the FedEx Ground labels or the K&K Bill of Lading labels and **green** "Virginia SOL Non-Writing Tests Non-Scorable Secure Test Materials" labels that were included in your DDOT Non-Scorable Return Materials Kit.

Do not ship test booklets using the FedEx overnight labels, the overnight K & K Bill of Lading, via U.S. Mail or any other carrier.

- ☒ Verify that each STC has prepared test booklets as outlined below prior to delivery to you.

Verify the following:

- Quantities of test booklets must have been recorded on the *School Packing List/Transmittal Form* and if there are discrepancies, include copies of the packages' *Assembly ID Sheets* to explain any differences in the number of test booklets received and returned (see Section 6.6).
- Both the original and a photocopy of the *School Packing List/Transmittal Form* and copies of *Assembly ID Sheets* noting a discrepancy should have been returned to you with the cartons of test booklets. **DO NOT** send this document to PEM.

- ☒ If students in your division were tested with regular-audio, Braille, or large-print test booklets or their accompanying audiotapes, use the *School Packing List/Transmittal Forms* in Appendix B to verify that all of these Special Test Forms secure materials have been returned by the STC.

All regular print test booklets used with audiotapes, Braille, and large-print test booklets and their accompanying audiotapes must be returned to PEM.

- ☒ Upon receipt of each school's materials, count the test booklets.
- ☒ Keep the completed *School Packing List/Transmittal Form* and completed *Assembly ID Sheets* for test booklets until the division's verification report of secure materials has been received from PEM and reconciled.



IMPORTANT: Remember that any lost test booklets must be reported to the Virginia Department of Education as a testing irregularity as soon as the problem is identified. **If the security procedures in all SOL manuals are followed closely, this should be a very rare occurrence.** PEM will conduct an accounting of all returned test booklets and advise the Virginia Department of Education of the results for all school divisions. The Virginia Department of Education will request an investigation of any testing improprieties, and implementation of a corrective action plan, as necessary.

- ☒ Prepare and package all unused, regular, overage secure materials for return shipment.
- ☒ Record counts of unused division overage regular and special test secure materials on the *Division Return Verification* in Appendix G.
- ☒ Prepare and package all unused Special Test Forms (large-print, Braille, and regular-audio) booklets, audio tapes, and Examiner's copy of test booklets, for return shipment.
- ☒ If a discrepancy has occurred, fill in the blanks to describe it on the *Division Return Verification*. Keep on file until all the division's secure materials have been reconciled.

7.8 Organize and Ship Test Booklets to PEM

- ☒ Working first with your division overage, and then with one school's materials at a time, use the following steps to organize and ship test booklets.
 - ☐ The STC should have indicated on one of the school's cartons, "Transmittal Form Enclosed." Consider this one your very first carton in the series from the school.
 - ☐ Locate the **green** Virginia *Non-Writing* non-scorable materials labels that were included in your DDOT Non-Scorable Return Materials Kit. On each green label, enter the name of your school division on the DIVISION NAME line. Affix one label to the **top** of each carton.
 - ☐ Next, on each green label, use a permanent marker to consecutively number the cartons for this school, beginning with the first carton through the last carton (#1, #2, #3, etc.).
 - ☐ As you work through the schools' materials, check to see if each carton is completely full. If not, fill the empty space with crumpled paper.
 - ☐ Repeat the first three steps above for every school.

As you number the cartons, make sure that all carton numbers are **consecutive across the division**. For example, if the first school's last carton was #3, the first carton for the second school will be #4.
- ☐ Test booklets must be shipped no later than 10 school days after the end of the division's testing window.
- ☐ Locate the FedEx Ground shipping labels or the K&K Bill of Lading labels (included in your DDOT Non-Scorable Return Materials Kit). Place one of the FedEx label on **top** of each carton or complete the K & K Bill of Lading form. For your convenience, the FedEx shipping labels and K & K Bill of Lading are pre-printed with the origination and destination information.
- ☐ FedEx Ground labels contain removable strips pre-printed with the tracking numbers. Detach the strip with the tracking number for each label and apply it to the *Division Shipment Transmittal Form for FedEx Tracking Number Labels*. When applying each label, indicate the number of the box to which the label will be applied (Appendix G).
- ☐ If you are using K & K, you will receive a customer copy of the Bill of Lading that will include tracking information for your records.
- ☐ Contact FedEx or K & K the day before you expect to have your shipment ready. You must specify that your shipment is for ground delivery. Failure to do so may result in a delay of your shipment.

- ☐ Be sure to tell the customer service representative that the shipment is to be paid by Pearson Educational Measurement and that you will be using FedEx or K & K Ground.



IMPORTANT: For non-scorable, secure test materials **PICKUP**, contact FedEx toll-free 24 hours in advance at 1-800-GoFedEx (1-800-463-3339). Use only this 800 telephone number for proper service. If using K & K, call 800-445-7213. If you need assistance from a FedEx or K & K representative, or if a FedEx or K & K driver requests payment for this pickup, call Pearson Support Center.

7.9 Verify Receipt of Required Forms from STCs

- ☒ Obtain as quickly as possible any forms that you may not have yet received:
 - School Division Personnel Test Security Agreements (Including Examiners/Proctors)
 - School Packing List/Transmittal Form
 - Examiners' completed Test Booklet Package Assembly ID Sheets (attached to School Packing List/Transmittal Form)
 - School Affidavit
- ☒ Retain these forms in accordance to the local records retention schedule.

7.10 Complete and Return the SOL School Division Affidavit

- ☒ Complete the *School Division Affidavit* (Appendix A).
- ☒ Return the signed affidavit to the Virginia Department of Education no later than **two weeks after end of the division's testing window**.

7.11 Review Disposition of All Test Materials

- ☒ The STC has been instructed to dispose of the following materials as directed by you:

Non-Secure

- Test Implementation Manual
- All Examiner's Manuals
- Web-based Test Directions Manual
- unused answer documents

Secure

- test tickets
 - used scratch paper
 - unused Pre-ID labels
 - damaged answer documents marked "VOID"
 - used Mathematics Formula Sheets
 - used Periodic Table of the Elements
- ☒ You may have STCs dispose of these materials or you may have them returned to you.
 - ☒ With the exception of test tickets, unused Pre-ID labels, used formula sheets, Periodic Tables of the Elements, scratch paper and answer documents marked "VOID," which must be shredded or burned, other materials may be recycled or thrown away. Make sure that your local instructions for disposition of these materials are clear in that regard.
 - ☒ Instruct STCs on procedures for storing calculators, metric/standard rulers, compasses, and protractors/angle rulers.

Do **not** pack the materials listed above with the test booklets that are returned to PEM.

There is no requirement that you inspect any of these materials.

- ☒ Refer to Table 9, *DDOT Disposition of Test Materials*, to review your division's disposition of all testing materials.

Table 9. DDOT Disposition of Test Materials

	Item(s)	Required signatures	Disposition
Scorable test materials	<ul style="list-style-type: none"> Completed answer documents/Header Sheets 	None	Packed in new cartons with red labels and shipped by FedEx Overnight or K & K Bill of Lading to Iowa City, IA
	<ul style="list-style-type: none"> Test booklets Braille and large-print examiners' copies Audiotapes Braille, large-print test booklets and audiotapes 	None	Packed and shipped with green labels by FedEx ground or K & K Bill of Lading to Iowa City, IA
Non-scorable, secure test materials	<ul style="list-style-type: none"> Test tickets Unused Pre-ID labels Used Mathematics Formula Sheets and Periodic Tables of the Elements if applicable Voided answer documents Used scratch paper 	None	Destroyed according to local procedures
	<ul style="list-style-type: none"> Test Irregularity Form(s) (if needed) 	STC/DDOT	Submitted to DDOT within 24 hours of occurrence; faxed to DOE if necessary
Required Forms	<ul style="list-style-type: none"> School Packing List/Transmittal Forms (with Assembly ID Sheets attached) 	Examiners/STC	Retained in DDOT's file according to local records retention schedule
	<ul style="list-style-type: none"> School Division Personnel Test Security Agreements (Including Examiners/Proctors) 	Examiners/Proctors	
	<ul style="list-style-type: none"> Division Overage Packing List Division Receipt Verification Form Division Receipt Verification Form 	DDOT	
	<ul style="list-style-type: none"> School Affidavit 	STC/Building Principal	
	<ul style="list-style-type: none"> School Division Affidavit 	DDOT/Division Superintendent	
Non-scorable, non-secure test materials	<ul style="list-style-type: none"> Unused answer documents Unused Header Sheets Unused paper bands Examiner's Manuals (Including Web-Based Test Directions) Test Implementation Manuals 	N/A	Destroyed according to local instructions
	<ul style="list-style-type: none"> Calculators, rulers, compasses, and protractors/angle rulers 	N/A	Stored according to DDOT instructions

THANK YOU

We appreciate your time and effort in participating in the Summer 2007 SOL Assessments for *Non-Writing*.

Appendix A

Test Security

<i>Test Security Guidelines</i>	73
General Assembly Legislation	74

Test Security School Forms

<i>School Division Personnel Test Security Agreement</i> <i>(Including Examiners/Proctors)</i>	76
<i>School Affidavit</i>	77

Test Security Division Forms

<i>School Division Test Security Agreement</i>	78
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APPENDIX A
VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING ASSESSMENT PROGRAM
SUMMER 2007

TEST SECURITY GUIDELINES

Listed below are guidelines to assist those persons involved in the administration of the Virginia Standards of Learning (SOL) Assessments (paper and online) in determining what actions may compromise test security.

1. Students must never be exposed to unreleased test items or to the answers to unreleased test items before or following test administration. **Using unreleased test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.** If in doubt whether test items have been released, contact the Division Director of Testing for verification.
2. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
3. Examiners should receive test booklets/writing prompts only on the day of testing. Examiners are not to open sealed packages of writing prompts more than 30 minutes before the test session for the direct-writing component of the writing test.
4. Examiners are not to improperly review test items or test booklets before, during, or after test administration. Examiners administering the paper multiple-choice SOL tests are not to look ahead in the test booklets.
5. Copying/printing/photographing **ALL OR ANY PART** of an SOL assessment or taking notes about the items included on an SOL assessment is **STRICTLY PROHIBITED.** As stated in the copyrights by the Commonwealth of Virginia Department of Education, testing materials may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording or by any information storage or retrieval systems.
6. All persons are prohibited from logging into TestNav™ (the Web-based application) posing as a student, current or fabricated, to view any SOL assessments. Only a student whose name appears on a Student Authorization Ticket is permitted to log in and take an online assessment (not applicable for *Writing* tests).
7. The tests must be administered strictly in accordance with the instructions outlined in the SOL assessment manuals. This includes following proper procedures for using test manipulatives. Directions that are to be read to the students must be read exactly as written.
8. No test item that will be scored to obtain students' test results may be used as a sample or practice item for learning how to select responses. Sample items are included in the SOL assessments to familiarize students with the format of the items and the procedures for selecting their answers.
9. All persons are prohibited from attempting to formally or informally score SOL assessments.
10. All Examiners, Proctors, or Interpreters using a Proctor Authorization Ticket to administer an online Read-Aloud assessment to students requiring this accommodation are prohibited from answering test questions in the Web-based assessment before, during, or after the administration of the test (not applicable for *Writing* tests).
11. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during a test administration, correcting wrong answers during a test administration, or by erasing or correcting answers or responses recorded/selected by the student.
12. All known violations of test security procedures shall be reported by phone, fax, or in writing. Call (804) 225-2102 to report violations by phone. Fax violation reports to (804) 371-8978. Written reports must be signed by the person making the report and addressed to the Division of Assessment and Reporting, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120. The Virginia Department of Education will request an investigation of any test improprieties and implementation of an action plan as necessary. All corrective action plans must be submitted to the Division of Assessment and Reporting.

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

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Revised March 2006

Appendix A, continued

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§22.1–19.1. Action for violations of test security procedures.

- A. The Office of the Attorney General, on behalf of the Board of Education, may bring a cause of action in the circuit court having jurisdiction where the person resides or where the act occurred for injunctive relief, civil penalty, or both, against any person who knowingly and willfully commits any of the following acts related to secure mandatory tests required by the Board to be administered to students:
1. Permitting unauthorized access to secure test questions prior to testing;
 2. Copying or reproducing all or any portion of any secure test booklet/writing prompt;
 3. Divulging the contents of any portion of a secure test;
 4. Altering test materials or examinees' responses in any way;
 5. Creating or making available answer keys to secure tests;
 6. Making a false certification on the test security form established by the Department of Education; or
 7. Participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in this section.
- For the purpose of this subsection, "secure" means an item, question, or test that has not been made publicly available by the Department of Education.
- B. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, Superintendent of Public Instruction or the Department of Education or their agents or employees engaged in test development or selection, test form construction, standard setting, test scoring, reporting test scores, or any other related activities which, in the judgment of the Superintendent of Public Instruction or Board of Education, are necessary and appropriate.
- C. Any person who violates any provisions of this section may be assessed a civil penalty not to exceed \$1,000 for each violation; however, any person whose administrative or teaching license has been suspended or revoked pursuant to §22.1–292.1 shall not be assessed a civil penalty for the same violation under this section.

All civil penalties paid to the Commonwealth pursuant to this section shall be deposited into the Literary Fund. (2000, cc. 634, 659; 2004, cc. 939, 955.)

This page may be photocopied.

Appendix A, continued

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§22.1–292.1. Violation of test security procedures: revocation of license.

- A. The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:
1. Giving unauthorized access to secure test questions;
 2. Copying or reproducing all or any portion of any secure test booklet/writing prompt;
 3. Divulging the contents of any portion of a secure test;
 4. Coaching or assisting examinees during testing or altering examinees' responses in any way;
 5. Making available any answer keys;
 6. Failing to follow test security procedures established by the Department of Education;
 7. Providing a false certification on any test security form required by the Department of Education;
 8. Retaining a copy of secure test questions; and
 9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, “secure test” means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

- B. Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.
- C. Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 9–6.14:1 et seq. and §22.1–298), governing the licensure of teachers.

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Appendix A, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2007 NON-WRITING TESTS**

***SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT
(INCLUDING EXAMINERS/PROCTORS)***

I acknowledge that I will have access to the Standards of Learning (SOL) Assessments for the purpose of administering an SOL test. I also acknowledge that I have read, understand, and agree to adhere to the *Test Security Guidelines* for the SOL test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not improperly review test items or test booklets/writing prompts, copy or take notes about any part of the test.
3. I will not allow access to the test materials to any student or to any other person not so authorized by the School Test Coordinator.
4. I will not alter students' responses in any way.
5. I will not provide answers to test items or any other improper assistance to students.
6. If serving as an Examiner for online Read-Aloud test sessions, I will not answer test questions in the Web-based assessment before, during, or after the administration of the test.
7. I understand my Login ID and password for the Virginia SOL Web-based Assessments Program are secure and must remain confidential.
8. I have read the legislation passed by the Virginia General Assembly (§22.1–19.1 Action for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license).
9. I understand that if test security procedures and guidelines are not followed, my license may be suspended or revoked or I may be assessed a civil penalty for each violation.

Interpreters and all individuals involved in transcriptions of student responses must also read and sign the Test Security Agreement.

Please be sure to sign and return the *Test Security Agreement* (from the computer OR manual) to the appropriate test administrator before administering any SOL tests.

Signed: _____

Print Name: _____

Position: _____

School: _____

Division: _____

Date: _____

This page may be photocopied.

Appendix A, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2007 NON-WRITING TESTS**

SCHOOL AFFIDAVIT

DIVISION NAME: _____

SCHOOL NAME: _____

The school affidavit must be signed and dated by the STC and the building principal. Return to the Division Director of Testing (DDOT) who must keep the signed school affidavits on file in accordance to the local retention schedule.

SCHOOL AFFIDAVIT

I certify that, to my knowledge, no one in the school building has improperly reviewed, copied, reproduced, altered the students' responses, or had unauthorized access to the SOL Assessments test items, test booklets. All SOL test booklets, and scorable answer documents, and all other secure test materials have been returned to the DDOT as directed in the *Test Implementation Manual*.

STC's Name (printed or typed):	STC's Signature:	Date:
Building Principal's Name (printed or typed):	Building Principal's Signature:	Date:

The STC may keep a copy of the completed form for the school files in accordance to the local retention schedule.

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Appendix A, continued

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2007 NON-WRITING TESTS

SCHOOL DIVISION TEST SECURITY AGREEMENT

FAX THIS TEST SECURITY AGREEMENT BY THE END OF THE FIRST WEEK OF THE DIVISION TESTING WINDOW

TO: PEARSON EDUCATIONAL MEASUREMENT
VIRGINIA ASSESSMENT PROGRAM
FAX 1-319-358-4298

The Virginia school division _____ acknowledges that the summer 2007
(School Division Name)

SOL Assessments are secure tests and agrees to the following conditions of use to ensure the test's security:

1. a. The school division will take all necessary precautions to safeguard all test materials by limiting access to persons within the school division with a responsible, professional interest in the test's security.
- b. All persons having access to the SOL TESTING materials (other than students to whom the test is administered) will read the legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license), will read the security guidelines, complete and sign the appropriate security agreements, affidavits, and transmittal forms as instructed in the *Test Implementation Manual, Web-based Test Directions, Examiner's Manuals*, and will observe all other security-related procedures established and required by the Virginia Department of Education. Copies of all completed testing forms, security agreements, and affidavits will be kept on file in the school division office.
2. a. The school division will keep the test materials in locked storage, except on actual testing date(s), limiting access to those responsible for their security and to students taking the test.
- b. Secure student test booklets will be delivered to schools no earlier than 96 hours (four days) prior to testing. School Test Coordinators will deliver the booklets to Examiners no sooner than the date of testing.
- c. Test materials will be kept secure until they are actually distributed to students.
- d. In no case will students be permitted to remove test materials from the room where testing takes place.
3. The school division will not disclose or allow to be disclosed the contents of the test instrument.
4. The school division will take all necessary precautions to ensure that students' responses are not altered in any way.
5. Upon completion of testing, the school division will ensure that all test materials are returned by school personnel to the designated Division Director of Testing.

By signing my name to this document, I am assuring the Virginia Department of Education and Pearson Educational Measurement that I, and anyone having access to the SOL test materials will abide by the above conditions.

BY: _____

BY: _____

TITLE: Division Director of Testing

TITLE: Division Superintendent

DATE: _____

DATE: _____

This page may be photocopied.

Appendix A, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2007 NON-WRITING TESTS**

SCHOOL DIVISION AFFIDAVIT

FAX THIS AFFIDAVIT NO LATER THAN TWO WEEKS AFTER THE END OF THE DIVISION TESTING WINDOW:

**TO: VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF ASSESSMENT AND REPORTING
FAX 1-804-371-8978**

SCHOOL DIVISION NAME:

The School Division Affidavit must be signed and dated by the Division Director of Testing (DDOT) and the school division superintendent.

SCHOOL DIVISION AFFIDAVIT

I certify that, to my knowledge, no one in the school division has improperly reviewed, copied, reproduced, altered the students' response, or had unauthorized access to the SOL Assessments test items or test booklets. All SOL test booklets and scorable answer documents have been returned to the division office as directed in the *Test Implementation Manual*.

DDOT Name (printed or typed):	DDOT's Signature:	Date:
Division Superintendent Name (printed or typed):	Division Superintendent's Signature:	Date:

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Appendix B

Division Forms

<i>Sample Division Overage Packing List.....</i>	<i>83</i>
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School Forms

<i>Sample School Packing List/Transmittal Form.....</i>	<i>87</i>
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APPENDIX B
SAMPLE DIVISION OVERAGE PACKING LIST
(PAGE 1/2)

VIRGINIA
STANDARDS OF LEARNING
SUMMER NON-WRITING SECURE TEST
MATERIALS

DIVISION OVERAGE PACKING LIST

Deliver To: 1231234
JUDSON DIVISION

Deliver To: 1231234
JUDSON DIVISION
WING MIDDLE SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

LEGEND

ALT:	Alternate	NON-SEC:	Non-Secure
ANS:	Answer	SEC:	Secure
BR:	Braille	TB:	Test Booklet
CASS:	Cassette	WR:	Writing
FM:	Form	(5):	Pack of 5
GR:	Grade	(10):	Pack of 10
LP:	Large Print	(25):	Pack of 25

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
VA00000180	SEC NW MATERIALS DDOT MEMO, SUM 07	Single	1	0	1
VA00000181	SEC NW RETURN MATERIALS KIT	1 pack of 1	1	0	1
-VA00000182	-SEC NW RTN INSTRUCTIONS, SUM 07	Each	1	0	
-VA00000024	-RETURN FREIGHT MATERIALS	Set	1	0	
-VA00000183	-SEC MATERIALS RETURN LABELS, GREEN	Set	1	0	
VA00000161	8 READ [R5037] (10) 006921661- 00621670	1 pack of 10	10	0	2
VA00000147	8 MATH [M5037] (10) 006921661- 00621670	1 pack of 10	10	0	2
VA00000152	EOC ALG I [M5037] (10) 006921661 - 00621670	1 pack of 10	10	0	2

For Internal Use Only:
Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

Sequence: 00001

31-JUL-07 14:30
Page 1 of 2

Appendix B, continued

**SAMPLE DIVISON OVERAGE PACKING LIST
(PAGE 2/2)**

**VIRGINIA
STANDARDS OF LEARNING
SUMMER NON-WRITING SECURE TEST
MATERIALS
DIVISION OVERAGE PACKING LIST**

Verification of Shipment

As indicated on the packing list, all copies of the SOL testing materials were received in this shipment.
_____ (Yes/No)

If "No," please indicate missing materials or discrepancies,

Signature: _____ Date: _____

For Internal Use Only:
Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

Sequence: 00001

31-JUL-07 14:30
Page 2 of 2

SAMPLE DIVISION RECEIPT VERIFICATION FORM

**VIRGINIA
STANDARDS OF LEARNING
SUMMER NON-WRITING SECURE TEST
MATERIALS**

DIVISION RECEIPT VERIFICATION FORM

Deliver To: 1231234
JUDSON DIVISION

Deliver To: 1231234
JUDSON DIVISION
WING MIDDLE SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

School Number	Deliver To	Form	Security Number From	Security Number To	Number Sent	Qty Received
	Overage	8 READ [R5037]	006921661	006921670	10	
	Overage	8 MATH [M5037]	006923531	006923540	10	
1104	MANCHESTER LOCAL SCH	8 MATH AUDIO TB	6990531	6990531	1	
1104	MANCHESTER LOCAL SCH	SEC EXAMINERS GR 8 NW TB	6990561	6990561	1	
1104	MANCHESTER LOCAL SCH	SEC GR 8 NW LP TB	6993681	6993686	6	
1104	MANCHESTER LOCAL SCH	GR 8 NW LP TP CASSETTE	6993711	6993716	4	
1104	MANCHESTER LOCAL SCH	SEC EXAMINERS GR 8 NW BR TB	6994401	6994408	8	

For Internal Use Only:
Pick Batch: 496815


Delivery: 5674775

Order/Line: 1234819/1

31-JUL-07 14:30
Sequence: 00001 Page 1 of 2

Appendix B, continued

SAMPLE TEST BOOKLET PACKAGE ASSEMBLY ID SHEET

Year of Standard	Name of Test	Level	Form Number	Quantity
			<p>VIRGINIA STANDARDS OF LEARNING SUMMER NON-WRITING SECURE TEST MATERIALS Assembly ID Sheet</p>	
		<p>EOC READ, 95[R5035] (10)</p>  <p>VA00000161 006921821</p> <p>AFTER OPENING <u>THIS PACKAGE</u> BUT BEFORE DISTRIBUTING ITS CONTENTS TO STUDENTS:</p> <ol style="list-style-type: none"> Count the number of test materials contained in this package. Check the one that is applicable and explain any discrepancy. <p>___ There were <u>10</u> test materials in this package.</p> <p>___ There were <u>NOT 10</u> test materials in this package.</p> <p>Discrepancy: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>3. Signature _____ Date _____</p> <p>4. Return this Assembly ID sheet to the STC along with all enclosed test materials immediately after the testing session has concluded.</p> <p>Assembly Number: VA00000161</p> <p>Assembly Name: EOC READ, 95[R5035] (10)</p> <p>Beginning Serial Range: 006921 821</p> <p>Ending Serial Range: 006921 830</p> <p>Quantity: 10</p> <div style="border: 1px solid black; padding: 5px;"> <p>For Internal Use Only.</p> <p>Pg 1 Pkt 33</p> </div>		

Appendix B, continued

SAMPLE SCHOOL PACKING LIST/TRANSMITTAL FORM

(PAGE 1/2)

**VIRGINIA
STANDARDS OF LEARNING**

**SUMMER NON-WRITING SECURE TEST
MATERIALS**

SCHOOL PACKING LIST/TRANSMITTAL FORM

Deliver To: 1231234
WING MIDDLE SCHOOL

Deliver To: 1231234
JUDSON DIVISION
WING MIDDLE SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

LEGEND

ALT:	Alternate	NON-SEC:	Non-Secure
ANS:	Answer	SEC:	Secure
BR:	Braille	TB:	Test Booklet
CASS:	Cassette	WR:	Writing
FM:	Form	(5):	Pack of 5
GR:	Grade	(10):	Pack of 10
LP:	Large Print	(25):	Pack of 25

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
VA00000161	8 READ [R5037] (10) 0069222261 - 0069222320	6 packs of 10	60	0	3
VA00000147	8 MATH [M5037] (10) 0006922212 - 006922390	6 packs of 10	60	0	3
VA00000083	EOC ALG I [M5037] (10) 006921661 - 00621670	16 packs of 10	160	0	3
VA00000086	EOC ALG I [M5037] (10) 006921661 - 00621670	11 packs of 10	110	0	3
VA00000078	EOC ALG II [M5037] (10) 006921661 - 00621670	12 packs of 10	120	0	3

For Internal Use Only:

Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

Sequence: 00001

31-JUL-07 14:30

Page 1 of 2

SAMPLE SCHOOL PACKING LIST/TRANSMITTAL FORM (PAGE 2/2)

**VIRGINIA
STANDARDS OF LEARNING
SUMMER NON-WRITING SECURE TEST
MATERIALS
SCHOOL PACKING LIST/TRANSMITTAL FORM**

Verification of Shipment

As indicated on the packing list, all copies of the SOL testing materials were received in this shipment.
_____ (Yes/No)

If "No," please indicate missing materials or discrepancies,

Signature: _____ Date: _____

For Internal Use Only:
Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

31-JUL-07 14:30
Sequence: 00001 Page 1 of 2

Appendix C

Sample Demographic Pages

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Appendix C, continued

SAMPLE DEMOGRAPHIC PAGE OF A GRADE 8 STUDENT ANSWER DOCUMENT
(Page 2/2)

2006 – 2007

GRADE 8 MULTIPLE CHOICE TESTS

Section 2: Fields F and G must be completed. Fields H and I should be completed as needed.

F READING FORM				MATH FORM				SCIENCE FORM				HISTORY FORM				G TEST DATE		
R				M				S				H				MONTH	DAY	YEAR
<input type="radio"/>	Jan			<input type="radio"/>	Feb			<input type="radio"/>	Mar			<input type="radio"/>	Apr			<input checked="" type="radio"/>	20	
<input type="radio"/>	May			<input type="radio"/>	Jun			<input type="radio"/>	Jul			<input type="radio"/>	Aug			<input type="radio"/>		
<input type="radio"/>	Sep			<input type="radio"/>	Oct			<input type="radio"/>	Nov			<input type="radio"/>	Dec			<input type="radio"/>		

H TESTING STATUS Select Only One For Each Subject as Needed											
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11		
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11		
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11		
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11		


I SPECIAL TEST ACCOMMODATIONS																																																																																										
Reading															Math															Science															Hist. & Soc Sci.																																													
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 27	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> A	<input type="checkbox"/> B

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SERIAL #

SAMPLE DEMOGRAPHIC PAGE OF AN END-OF-COURSE STUDENT ANSWER DOCUMENT
(Page 1/2)



SOL
Virginia Standards of Learning Program

2006 – 2007
Answer Document

ENGLISH: READING
End-of-Course Test

Section 1

If this answer document is submitted **WITH** a Pre-ID label, any data in fields B through E will not be read by the scanner. Changes to student information must be made online within PEM Solutions.

If this answer document is submitted **WITHOUT** a Pre-ID label, fields B through E must be completed. Changes to student information after this document is submitted must be completed online within PEM Solutions.

Please see Section 2 for additional fields.

A STUDENT NAME			TEACHER	
SCHOOL			SCHOOL DIVISION	
GENDER	GRADE	DATE OF BIRTH	TEST DATE	

B LAST NAME										FIRST NAME									
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

C DATE OF BIRTH		
MONTH	DAY	YEAR
<input type="radio"/> Jan		<input type="radio"/> 19
<input type="radio"/> Feb		<input type="radio"/> 20
<input type="radio"/> Mar	0 0	0 0
<input type="radio"/> Apr	1 1	1 1
<input type="radio"/> May	2 2	2 2
<input type="radio"/> Jun	3 3	3 3
<input type="radio"/> Jul	4 4	4 4
<input type="radio"/> Aug	5 5	5 5
<input type="radio"/> Sep	6 6	6 6
<input type="radio"/> Oct	7 7	7 7
<input type="radio"/> Nov	8 8	8 8
<input type="radio"/> Dec	9 9	9 9

Appendix C, continued

**SAMPLE DEMOGRAPHIC PAGE OF AN END-OF-COURSE STUDENT ANSWER DOCUMENT
(Page 2/2)**

STUDENT NAME	
Last Name	First Name

2006 – 2007
ENGLISH: READING
End-of-Course Test

Section 2: Fields F and G must be completed. Fields H and I should be completed as needed.

F FORM

R

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

G TEST DATE

MONTH	DAY	YEAR
<input type="radio"/> Jan <input type="radio"/> Feb <input type="radio"/> Mar <input type="radio"/> Apr <input type="radio"/> May <input type="radio"/> Jun <input type="radio"/> Jul <input type="radio"/> Aug <input type="radio"/> Sep <input type="radio"/> Oct <input type="radio"/> Nov <input type="radio"/> Dec	<div style="font-size: 24px; font-weight: bold;">20</div>	

H TESTING STATUS
Select Only One

☐ 1
 ☐ 4
 ☐ 5
 ☐ 7
 ☐ 8
 ☐ 9
 ☐ 10
 ☐ 11

I SPECIAL TEST ACCOMMODATIONS

☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ 8
☐ 9
☐ 13
☐ 14
☐ 15
☐ 16
☐ 17
☐ 18
☐ 20
☐ 21
☐ 22
☐ 23
☐ 27
☐ A
☐ B

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End-of-Course ENGLISH: READING

SAMPLES

A ☐ A ☐ B ☐ C ☐ D

B ☐ F ☐ G ☐ H ☐ J

1995 STANDARDS USE ONLY

1 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	16 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	31 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	46 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J
2 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	17 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	32 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	47 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
3 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	18 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	33 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	48 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J
4 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	19 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	34 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	49 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
5 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	20 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	35 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	50 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J
6 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	21 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	36 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	51 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
7 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	22 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	37 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	52 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J
8 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	23 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	38 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	53 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D 54 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J 55 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D 56 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J 57 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D 58 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J 59 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D 60 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J 2002 STANDARDS USE ONLY
9 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	24 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	39 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	
10 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	25 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	40 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	
11 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	26 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	41 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	
12 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	27 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	42 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	
13 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	28 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	43 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	
14 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	29 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	44 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	
15 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	30 <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> J	45 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

Appendix D

Special Test Accommodations Codes

Grade 8 <i>Non-Writing Literacy and Numeracy</i> Tests.....	97
End-of-Course <i>English: Reading</i> Test.....	98
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End-of-Course <i>History/Social Science</i> Tests	101

Special Test Accommodations Codes Grade 8 Literacy and Numeracy Tests

Reading		Mathematics (including Plain English Mathematics)		Available for Online Testing	Answer document circle number	
		LEP	SWD			
•	•	•	•	•	1	flexible schedule (includes breaks during test and multiple test sessions); for online, breaks during test within one school day.
•	•	•	•	•	2	group size
•	•	•	•	•	3	environmental modifications (e.g., special lighting, noise buffers, use of study carrel)
•	•	•	•	•	4	visual aids (e.g., magnifying glass, templates to show only one item at a time); for online, large computer monitor, screen magnifier
L	•	L	•	•	5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•	L	•	•	6	large-print test
•	•	•	•	•	7	assistance with directions (i.e., simplifying or clarifying directions)
L	•	L	•	•	8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•	L	•	•	9	Braille test/Braille answer document
		•	•	•	10	reading in English of test items (except for <i>Reading</i>). If IEP calls for the <i>Reading</i> test aloud, see # 14.
		•	•	•	11	audiotape version of test items (except for <i>Reading</i>). If IEP calls for using audiotape version of test see # 15.
		L	•	•	12	interpreting (e.g., signing, transliteration) test items (except for English). If IEP calls for interpreting the English, see # 16.
L	•	L	•	•	13	communication board/pictorial presentation
L	•			•	14	reading test items in English on the <i>Reading</i> test
L	•			•	15	using audiotape version of the <i>Reading</i> test
L	•			•	16	interpreting (e.g., signing, transliteration) test items on the <i>Reading</i> test
•	S	•	S	•	17	bilingual dictionary
•	•	•	•	•	18	mark in test booklet or student responds verbally
		L	•	•	19	math aids (e.g., abacus, manipulatives)
L	•	L	•	•	20	large diameter pencil, special pencil, pencil grip
L	•	L	•	•	21	respond by word processor, typewriter, Braille
L	•	L	•	•	22	augmentative communication device
L	•	L	•	•	23	spelling aids: spelling checker, spelling dictionary
				•	24	tape recorder (pre-writing only)
				•	25	dictation in English to a scribe (direct writing sample only)
				•	26	use of calculator or arithmetic tables (grades 3, 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•	•	•	•	27	other (must obtain prior approval from VDOE)
		L	•	•	28	calculator with additional functions to those routinely supplied to all students
•	•	•	•	•	A	<i>Plain English Mathematics</i> Test
•	•	•	•	•	B	other - nonstandard

Black squares in either column indicate accommodations that are not available for these tests. DO NOT COMPLETE.

S Unless also identified as LEP, these accommodations are not available for students with disabilities. DO NOT COMPLETE.

L Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.

• These accommodations are available as needed.

These accommodations are not available as online.

Revised 3/30/07

Appendix D, continued

Special Test Accommodations Codes
End-of-Course *English: Reading* Test

Limited English Proficient (LEP)	Students with Disabilities (SWD)	Available for Online Testing	Answer document circle number	
				<i>A student with an identified disability or identified as Limited English Proficient who has passed an SOL assessment utilizing any accommodation, has passed for all purposes.</i>
•	•	•	1	flexible schedule (includes breaks during test and multiple test sessions); for online, breaks during test within one school day
•	•	•	2	group size
•	•	•	3	environmental modifications (e.g., special lighting, noise buffers, use of study carrel)
•	•	•	4	visual aids (e.g., magnifying glass, templates to show only one item at a time); for online, large computer monitor, screen magnifier
L	•	•	5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•		6	large-print test
•	•	•	7	assistance with directions (i.e., simplifying or clarifying directions)
L	•		8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•		9	Braille test/Braille answer document
			10	reading in English of test items (except for <i>English: Reading</i>). If Plan calls for reading the <i>English: Reading</i> test aloud, see #14.
			11	audiotape version of test items (except for <i>English: Reading</i>). If Plan calls for using audiotape version of the <i>English: Reading</i> , see #15.
			12	interpreting (e.g., signing, transliteration) test items (except for <i>English: Reading</i>). If Plan calls for interpreting the <i>English: Reading</i> , see #16.
L	•		13	communication board/pictorial presentation
L	•	•	14	reading test items in English on the <i>English: Reading</i> test
L	•	•	15	using audiotape version of the <i>English: Reading</i> test
L	•	•	16	interpreting (e.g., signing, transliteration) test items on the <i>English: Reading</i> test
•	S	•	17	bilingual dictionary
•	•	•	18	mark in test booklet or student responds verbally; for online, student responds verbally
			19	math aids (e.g., abacus, manipulatives)
L	•	•	20	large-diameter pencil, special pencil, pencil grip
L	•		21	respond by word processor, typewriter, Braille
L	•		22	augmentative communication device
L	•	•	23	spelling aids: spelling checker, spelling dictionary
			24	tape recorder (pre-writing only)
			25	dictation in English to a scribe (direct-writing component only)
			26	use of calculator or arithmetic tables (grades 3, 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•	•	27	other (must obtain prior approval from VDOE)
			A	<i>Plain English Mathematics</i> test
•	•	•	B	other - nonstandard

Black squares in either column indicate accommodations that are not available for these tests. DO NOT COMPLETE.

S Unless also identified as LEP, these accommodations are not available for students with disabilities. DO NOT COMPLETE.

L Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.

• These accommodations are available as needed.

These accommodations are NOT available or NOT applicable with online testing.

Revised 3/30/07

Appendix D, continued

Special Test Accommodations Codes
End-of-Course Mathematics Tests: Algebra I (Including Plain English Algebra I),
Geometry, Algebra II

Limited English Proficient (LEP)	Students with Disabilities (SWD)	Available for Online Testing	Answer document circle number	
•	•	•	1	flexible schedule (includes breaks during test and multiple test sessions); for online, breaks during test within one school day
•	•	•	2	group size
•	•	•	3	environmental modifications (e.g., special lighting, noise buffers, use of study carrel)
•	•	•	4	visual aids (e.g., magnifying glass, templates to show only one item at a time); for online, large computer monitor, screen magnifier
L	•	•	5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•		6	large-print test
•	•	•	7	assistance with directions (i.e., simplifying or clarifying directions)
L	•		8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•		9	Braille test/Braille answer document
•	•	•	10	reading in English of test items (except for <i>English: Reading</i>). If Plan calls for reading the <i>English: Reading</i> test aloud, see #14.
•	•	•	11	audiotape version of test items (except for <i>English: Reading</i>). If Plan calls for using audiotape version of the <i>English: Reading</i> , see #15.
L	•	•	12	interpreting (e.g., signing, transliteration) test items (except for <i>English: Reading</i>). If Plan calls for interpreting the <i>English: Reading</i> , see #16.
L	•		13	communication board/pictorial presentation
L			14	reading test items in English on the <i>English: Reading</i> test
L			15	using audiotape version of the <i>English: Reading</i> test
			16	interpreting (e.g., signing, transliteration) test items on the <i>English: Reading</i> test
•	S	•	17	bilingual dictionary
•	•	•	18	mark in test booklet or student responds verbally; for online, student responds verbally
L	•	•	19	math aids (e.g., abacus, manipulatives)
L	•	•	20	large-diameter pencil, special pencil, pencil grip
L	•		21	respond by word processor, typewriter, Braille
L	•		22	augmentative communication device
L	•	•	23	spelling aids: spelling checker, spelling dictionary
			24	tape recorder (pre-writing only)
			25	dictation in English to a scribe (direct-writing component only)
			26	use of calculator or arithmetic tables (grades 3, 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•	•	27	other (must obtain prior approval from VDOE)
•	•	•	A	<i>Plain English Algebra I</i> only
•	•	•	B	other - nonstandard

A student with an identified disability or identified as Limited English Proficient who has passed an SOL assessment utilizing any accommodation, has passed for all purposes.

Black squares in either column indicate accommodations that are not available for these tests. DO NOT COMPLETE.

S Unless also identified as LEP, these accommodations are not available for students with disabilities. DO NOT COMPLETE.

L Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.

• These accommodations are available as needed.

These accommodations are NOT available or NOT applicable with online testing.

Revised 3/30/07

Appendix D, continued

Special Test Accommodations Codes End-of-Course Science Tests: *Biology, Earth Science, Chemistry*

Limited English Proficient (LEP)	Students with Disabilities (SWD)	Available for Online Testing	Answer document circle number	
•	•	•	1	flexible schedule (includes breaks during test and multiple test sessions); for online, breaks during test within one school day
•	•	•	2	group size
•	•	•	3	environmental modifications (e.g., special lighting, noise buffers, use of study carrel)
•	•	•	4	visual aids (e.g., magnifying glass, templates to show only one item at a time); for online, large computer monitor, screen magnifier
L	•	•	5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•	•	6	large-print test
•	•	•	7	assistance with directions (i.e., simplifying or clarifying directions)
L	•	•	8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•	•	9	Braille test/Braille answer document
•	•	•	10	reading in English of test items (except for <i>English: Reading</i>). If Plan calls for reading the <i>English: Reading</i> test aloud, see #14.
•	•	•	11	audiotape version of test items (except for <i>English: Reading</i>). If Plan calls for using audiotape version of the <i>English: Reading</i> , see #15.
L	•	•	12	interpreting (e.g., signing, transliteration) test items (except for <i>English: Reading</i>). If Plan calls for interpreting the <i>English: Reading</i> , see #16.
L	•	•	13	communication board/pictorial presentation
L	•	•	14	reading test items in English on the <i>English: Reading</i> test
L	•	•	15	using audiotape version of the <i>English: Reading</i> test
•	•	•	16	interpreting (e.g., signing, transliteration) test items on the <i>English: Reading</i> test
•	S	•	17	bilingual dictionary
•	•	•	18	mark in test booklet or student responds verbally; for online, student responds verbally
L	•	•	19	math aids (e.g., abacus, manipulatives)
L	•	•	20	large-diameter pencil, special pencil, pencil grip
L	•	•	21	respond by word processor, typewriter, Braille
L	•	•	22	augmentative communication device
L	•	•	23	spelling aids: spelling checker, spelling dictionary
•	•	•	24	tape recorder (pre-writing only)
•	•	•	25	dictation in English to a scribe (direct-writing component only)
•	•	•	26	use of calculator or arithmetic tables (grades 3, 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•	•	27	other (must obtain prior approval from VDOE)
L	•	•	28	calculator with additional functions to those routinely supplied to all student
•	•	•	A	<i>Plain English Mathematics</i> test
•	•	•	B	other - nonstandard

A student with an identified disability or identified as Limited English Proficient who has passed an SOL assessment utilizing any accommodation, has passed for all purposes.

- Black squares in either column indicate accommodations that are not available for these tests. DO NOT COMPLETE.
- S Unless also identified as LEP, these accommodations are not available for students with disabilities. DO NOT COMPLETE.
- L Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.
- These accommodations are available as needed.
- These accommodations are NOT available or NOT applicable with online testing.

Revised 3/30/07

Appendix D, continued

Special Test Accommodations Codes
End-of-Course History/Social Science Tests: Virginia and United States History,
World History I, World History II, World Geography

Limited English Proficient (LEP)	Students with Disabilities (SWD)	Available for Online Testing	Answer document circle number	
•	•	•	1	flexible schedule (includes breaks during test and multiple test sessions); for online, breaks during test within one school day
•	•	•	2	group size
•	•	•	3	environmental modifications (e.g. special lighting, noise buffers, use of study carrel)
•	•	•	4	visual aids (e.g., magnifying glass, templates to show only one item at a time); for online, large computer monitor, screen magnifier
L	•	•	5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•	•	6	large-print test
•	•	•	7	assistance with directions (i.e., simplifying or clarifying directions)
L	•	•	8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•	•	9	Braille test/Braille answer document
•	•	•	10	reading in English of test items (except for <i>English: Reading</i>). If Plan calls for reading the <i>English: Reading</i> test aloud, see #14.
•	•	•	11	audiotape version of test items (except for <i>English: Reading</i>). If Plan calls for using audiotape version of the <i>English: Reading</i> , see #15.
L	•	•	12	interpreting (e.g., signing, transliteration) test items (except for <i>English: Reading</i>). If Plan calls for interpreting the <i>English: Reading</i> , see #16.
L	•	•	13	communication board/pictorial presentation
L	•	•	14	reading test items in English on the <i>English: Reading</i> test
L	•	•	15	using audiotape version of the <i>English: Reading</i> test
•	•	•	16	interpreting (e.g., signing, transliteration) test items on the <i>English: Reading</i> test
•	S	•	17	bilingual dictionary
•	•	•	18	mark in test booklet or student responds verbally; for online, student responds verbally
•	•	•	19	math aids (e.g., abacus, manipulatives)
L	•	•	20	large-diameter pencil, special pencil, pencil grip
L	•	•	21	respond by word processor, typewriter, Braille
L	•	•	22	augmentative communication device
L	•	•	23	spelling aids: spelling checker, spelling dictionary
•	•	•	24	tape recorder (pre-writing only)
•	•	•	25	dictation in English to a scribe (direct-writing component only)
•	•	•	26	use of calculator or arithmetic tables (grades 3, 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•	•	27	other (must obtain prior approval from VDOE)
•	•	•	A	<i>Plain English Mathematics</i> test
•	•	•	B	other - nonstandard

Black squares in either column indicate accommodations that are not available for these tests. DO NOT COMPLETE.

S Unless also identified as LEP, these accommodations are not available for students with disabilities. DO NOT COMPLETE.

L Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.

• These accommodations are available as needed.

These accommodations are NOT available or NOT applicable with online testing.

Revised 3/30/0

Appendix E

Test Irregularity Form

<i>Test Irregularity Form</i>	105
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APPENDIX E
STANDARDS OF LEARNING (SOL) ASSESSMENTS 2006-2007

TEST IRREGULARITY FORM

The Test Irregularity Web Application System (TIWAS) will be implemented during the Summer 2007 SOL Non-Writing Test Administration. As directed by the STC, follow procedures for documenting and submitting test irregularities using the TIWAS. The STC may direct Examiners to use this form or parts of the form to document the test irregularity incident.

Division Name: _____

Irregularity Number: _____

Test Administration: _____ Year: _____

Created Date: _____ By: _____

☐ Regular ☐ Term Grad ☐ Exp Retake

Student Grade: _____

School Name: _____

Test Type: ☐ Regular ☐ Regular Audio

No. of Students: _____

☐ Large Print ☐ Braille

Test Session Name: _____

Test Mode: ☐ Paper ☐ Online

Test Level/Content Area/Subject		Form No. with Irregularity	Prompt No.	Assigned by TIWAS	
				Alternate Form No.	Prompt No.
FOR EXAMPLE: <input type="checkbox"/> 8 <u>Mathematics</u>		M3026			
Gr. 8	<input type="checkbox"/> <i>Reading</i> (Literacy) _____				
	<input type="checkbox"/> <i>Mathematics</i> (Numeracy) _____				
End-of-Course	<input type="checkbox"/> <i>English: Writing</i> _____				
	<input type="checkbox"/> <i>English: Reading</i> _____				
	<input type="checkbox"/> <i>Math</i> _____				
	<input type="checkbox"/> <i>Science</i> _____				
	<input type="checkbox"/> <i>History</i> _____				

Student Names and STIs (attach list of additional names and STIs):

1. _____ 2. _____

Description of Irregularity (PLEASE PRINT):

Submitted to DDOT: ☐ YES ☐ NO

Submitted to VDOE: ☐ YES ☐ NO

SIGNATURE: _____ **DATE:** _____

This page may be photocopied.

Appendix F


Header Sheet

Sample <i>Header Sheet</i>	109
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APPENDIX F

SAMPLE HEADER SHEET


NOTE: The *Header Sheet* may be used for any bundle of answer documents and **MUST** be completed prior to submission.




MARKING INSTRUCTIONS

- Use only soft lead pencil (No. 2).
- Do NOT use ink or ball point pen.
- Make heavy dark marks that completely fill in the circles.
- Erase completely any marks that you wish to change.
- Make NO stray marks on this sheet.

CORRECT MARK



INCORRECT MARKS



Header Sheet

PLEASE SUPPLY THE FOLLOWING INFORMATION IF BLANK:

DIVISION Judson

SCHOOL _____

NUMBER OF DOCUMENTS

PRINT ONE NUMERAL PER BOX, RIGHT JUSTIFIED (e.g., 0032); THEN MARK THE CORRESPONDING CIRCLES.

0	0	3	2
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	<input type="radio"/>	1	1
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	2	2	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	3
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	4	4	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	5	5	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	6	6	6
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	7	7	7
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	8	8	8
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	9	9	9
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

LEVEL

MARK ONLY ONE

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ CSH

☒ EOC

DIVISION CODE

1	2	3
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0	1	1
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	2
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	3	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	4	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	5	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	6	6
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	7	7
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	8	8
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	9	9
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SCHOOL CODE

0	0	0	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	1	1	1
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	2	2	2
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	3	3	3
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	4	4	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	5	5	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	6	6	6
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	7	7	7
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	8	8	8
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	9	9	9
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

REQUIRED:

HEADER VERIFICATION CONTACT

Please follow Division Director of Testing instructions for completing.

NAME Jane Doe, STC PHONE 555-555-5555 DATE 6/18/07

PLEASE PRINT

PEARSON USE ONLY

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Mark Reflex® by NCS Pearson IM-172632-001:654321 ISD5972

Printed in U.S.A.

ONLY the name and phone number of the STC or DDOT should be provided as the “Header Verification Contact.”

Appendix G

Shipment Transmittal Forms

<i>Sample Division Return Verification Form</i>	<i>113</i>
<i>Division Shipment Transmittal Form for FedEx Tracking Number Labels</i>	<i>114</i>

APPENDIX G

SAMPLE DIVISION RETURN VERIFICATION FORM

VIRGINIA STANDARDS OF LEARNING

SUMMER NON-WRITING SECURE TEST MATERIALS

DIVISION RETURN VERIFICATION FORM

Deliver To: 1231234
JUDSON DIVISION
WING MIDDLE SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

Ship To: 1231234
JUDSON DIVISION
WING MIDDLE SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

School Number	Deliver To	Form	Security Number From	Security Number To	Number Sent	Qty Returned	Missing Test Materials
	Overage	8 READ [R5037]	006921661	006921670	10		
	Overage	8 MATH [M5037]	006923531	006923540	10		
1104	MANCHESTER LOCAL SCH	GR 8 NW AUDIO TB CASSETTE	6990501	6990501	1		
1104	MANCHESTER LOCAL SCH	8 MATH AUDIO TB	6990531	6990531	1		
1104	MANCHESTER LOCAL SCH	SEC EXAMINERS GR 8 NW TB	6990561	6990561	1		
1104	MANCHESTER LOCAL SCH	SEC GR 8 NW LP TB	6993681	6993686	6		
1104	MANCHESTER LOCAL SCH	GR 8 NW LP TP CASSETTE	6993711	6993716	4		
1104	MANCHESTER LOCAL SCH	SEC EXAMINERS GR 8 NW BR TB	6994401	6994408	8		

For Internal Use Only:
Pick Batch: 496815

Delivery: 5674775

Order/Line: 1234819/1

Sequence: 00001

31-JUL-07 14:30
Page 1 of 2

Appendix G, continued

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2007 NON-WRITING TESTS

***DIVISION SHIPMENT TRANSMITTAL FORM FOR
FEDEX TRACKING NUMBER LABELS***

Box Number	FedEx Tracking Number (Apply Label Here)	Box Number	FedEx Tracking Number (Apply Label Here)

This page may be photocopied.

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